

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Maintenance Manager

REPORTS TO: **Directly:** **Supervisor of Facilities**
 Indirectly: **Superintendent of Business Administration**

Purpose:

Under the direct supervision of the Supervisor of Facilities the Maintenance Manager works to ensure safe and efficient operations of the NESD buildings, equipment, facilities and grounds.

Required Education, Knowledge, Qualifications and Experience:

- Minimum of Grade 12 diploma or equivalent from a recognized educational institution
- Minimum 5 years experience in a Facilities operation with at least 2 years of supervisory experience in facility operations or maintenance
- 2 years experience and knowledge in automated building control and HVAC systems.
- Facilities Management, an Administration Degree or Journeyman status in any of the related trades would be considered an asset
- Working knowledge of legislation & applicable codes that apply to educational facilities.
- Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities.
- Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds
- Level I & II Occupational Health & Safety Regulations
- Knowledge of preventative maintenance scheduling techniques.
- Knowledge of fire/safety system requirements as they apply to public buildings.
- Strong Knowledge of the Workplace Hazardous Materials Information System
- Knowledge of computers and applicable software similar to those utilized by the school division
- Valid Fifth Class or higher Engineer's Certificate
- Valid Driver's License

Required Skills and Abilities:

- Ability to work with minimal supervision and within deadlines.
- Clear understanding and ability to provide situational leadership
- Ability to delegate work to staff and provide appropriate supervision to ensure that the quality of work meets requirements.
- Skill in reading and evaluating blueprints, panel layout sheets and other schematics
- Skill in using analytical and research skills to define and solve problems
- Ability to prioritize multiple demands and effectively manage time.
- Superior interpersonal and communication skills, both verbal and written.
- Ability to provide for professional growth and evaluation of staff.
- Present a positive and professional approach.

Supervision of Staff:

Provide direct supervision to Maintenance Helpers, Maintenance Foreman and Contractors as required

Duties and Responsibilities:

Without restricting the generality of the general description above, the Maintenance Manager shall perform such duties and responsibilities as may be assigned included but not restricted to the following:

- Administer the automated work order system known as Facility Asset Management Edge (FAME) program for the Division.
- Direct employees in construction and maintenance procedures to ensure effectiveness and efficiency, as well as compliance with all applicable regulations and authorities having jurisdiction.
- Manage the development and implementation of effective maintenance practices in the school division.
- Provide leadership, including planning, coaching, training and evaluating all staff as required
- Manage all division maintenance projects as assigned
- Ensure that Department purchasing follows the guidelines established by Operational Procedures
- Assists the Supervisor of Facilities in the development of long range maintenance, facility plans and budgets.
- Directs the daily maintenance schedules and resources required to effectively and efficiently complete tasks in a timely fashion
- Maintain awareness of codes and regulations; converse with inspectors for regulatory agencies within the area of accountability.
- Manage in conjunction with the Manager of Operations and Human Resources the division wide Occupational Health & Safety program.
- Promote safe work practices in accordance with Occupational Health and Safety
- Provide supervision and management to service contractors as required.
- Lead the area of energy management and potential cost saving measures.
- Responsible for implementation, operation and management of the preventative maintenance program.
- Prepare reports as required by the Supervisor of Facilities (Budget, cost estimates, planning, etc.)
- Conduct oneself in a manner appropriate to a professional learning environment.
- Be knowledgeable and supportive of applicable Board and Division policies and procedures
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Perform other duties as may be required or assigned.

Judgment, Independence and Client/Peer Contact:**Confidentiality:**

At no time should a Maintenance Manager discuss, in public, information pertaining to a student or staff. The employee is expected to respect the confidential nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Maintenance Manager is expected to work independently and as a team member of the Facilities Department, all schools and the division office as required.

Client/Peer Contact

This position works collegially with school staff, school-based administration and other school-division staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: Maintenance Manager

The salary grid for the Maintenance Manager is tied to the following grid:

Manager's Salary Grid Range 1 (Minimum)

Manager's Salary Grid Range 1 (Journeyman)

Manager's Salary Grid Range 1 (University Degree)

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2011
Reviewed:	