



JOB DESCRIPTION

TITLE: SUPERVISOR OF FACILITY MAINTENANCE

DEPARTMENT: Parks and Recreation

LEVEL: 12

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: Oct 2018

JOB SUMMARY

Under the general direction of the Manager of Civic Facilities, the incumbent supervises maintenance staff engaged in the operation and maintenance of civic facilities, pools, community centres and other recreation facilities and activity centres. The incumbent supervises a group of skilled and semi-skilled workers, trades people, internal staff and contractors engaged in mechanical, welding, carpentry, electrical and painting, ensuring that the preventative maintenance program is carried out. These facilities operate with refrigeration, HVAC, pool filtration, plumbing, mechanical, electrical and structural systems. The incumbent maintains technical knowledge in various trades, ensures quality control of the section, and checks and evaluates the work to ensure required results are achieved.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Supervises and directs maintenance staff involved in the Civic Facilities section; ensures policies and procedures are adhered to; plans, schedules, assigns and monitors work; provides performance feedback, identifies and recommends training and may participate in staff selection and deal with performance issues.
2. Develops and administers a preventative maintenance and servicing program for civic and Parks and Recreation facilities, buildings, aquatic play structures, furnishings, electrical services, mechanical systems, and other infrastructures as required and directed.
3. Implements and monitors the preventative maintenance programs and schedules work to ensure preventative maintenance work is completed in a timely manner to minimize disruption to public services.
4. Assists the Manager in producing and maintaining accurate records for various government agencies for their inspections such as Boiler and Pressure Vessel Branch, Fire Department, Municipal Building Inspection Branch, Health Department, WorkSafe BC, etc.
5. Ensures that the work order system is properly managed by verifying repair orders of each task; writing up and/or reviewing work orders and job requisitions. Provides reports to the Manager as required.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

6. Plans and schedules work for annual facility shut-downs and major projects; ensures parts, materials and labour are ordered for required work and projects.
7. Ensures quality control of the work team by performing and/or reviewing pre-work and final inspections.
8. Assists the Manager in preparing, monitoring and updating the Service Delivery Plan; provides input into the preparation of the annual budget and future planning by providing information and estimates; monitors projects and programs to ensure costs and schedules are adhered to.
9. Provides input to the Manager in the preparation of specifications for tenders and provides job estimates. Assists in evaluating and awarding contracts by reviewing and commenting on submissions. Monitors and inspects contractors' work and evaluates their performance to ensure work meets expected standards; ensures deficiencies are corrected.
10. Inspects and monitors public areas to ensure compliance with risk management policies and practices for public safety.
11. Supports the development of long term asset management plans for civic facilities and city owned assets by providing the appropriate data and information regarding the assets that are maintained by this work group.
12. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of technical methods, practices, materials, tools and equipment used as they relate to the maintenance of mechanical, welding, pressure vessels, plumbing and pool filtration systems as well as hands-on experience.

Ability to coordinate scheduling of work with internal staff, sectional supervisors and departmental managers and certified city approved contractors.

Ability to estimate time and materials needed and to interpret equipment maintenance manuals, drawings and blueprints as they relate to the performance of the job.

Ability to plan, prioritize, work under pressure of deadlines, manage multiple priorities and respond to requests in a timely manner.

Ability to communicate, understand and effectively give, as well as carry out, oral and written instructions.

Ability to operate, interpret and adjust computer controlled building automation and energy management systems.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)

Basic computer skills (such as *Word* and *Excel*).

Excellent leadership skills in supervision, planning, organizing and coaching staff.

Excellent interpersonal and team building skills.

Ability to work varied hours as necessary to meet the requirements of the position.

Work may involve constant handling of somewhat awkward and/or medium weight objects or tools/equipment and/or climbing structures. Core work activities may require sitting or standing for prolonged periods throughout the workday, with limited opportunity for relief.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Grade 12 and Trades Qualification in Millwright, HVAC Mechanic, Plumbing or other related building and facility maintenance trades.

A minimum of 2 years' experience in the operation and maintenance of civic and recreation facilities such as community centres, administration buildings and aquatic facilities, including 1 year of supervisory experience.

Ability to obtain Pool Operators Certification Level 1 & 2 and Chlorine Handlers Certification (within one year).

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's License.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

GENERAL STANDARDS (Cont)

Adheres to City policies and objectives.

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