

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

DIRECTOR OF MAINTENANCE

1. **Position Summary**

Under the general direction of the Secretary Treasurer, ensure that all school division property is maintained in a manner which provides a safe, clean and secure environment.

2. **Duties**

(a) **Budgeting**

- Prepare an annual budget for the Maintenance and Custodial Departments.

(b) **Capital Works Project**

- Review and recommend on all capital project requests.
- Obtain and provide required information for each approved project and call for tenders.
- Record all relevant information, perform site visits to monitor progress and upon completion conduct final inspections.

(c) **Staffing**

- Recommend hiring and assignment of staff, conduct interviews, recommend suspensions, terminations and provide written reports.
- Develop training programs for personnel.
- Oversee the maintenance of all records for vacations, sick time, hours of work, overtime, etc.
- Supervise all staff in the Maintenance Department, including office staff and supervisory personnel.

2. **Duties**

(d) **Emergency Services**

- Respond to all emergency situations.

(e) **General**

- Oversee and assist with the maintenance and safety of all mechanical/electrical equipment.
- Review, advise and respond to all maintenance requisitions.
- Purchase and manage all maintenance/divisional equipment, vehicles, materials and supplies required by the Maintenance/Custodial Departments.
- Respond to all inspection reports issued by various inspectors (fire department, building and zoning, etc.) and ensure compliance with all Workplace Safety and Health requirements.
- Oversee all expenditures, invoices and building costs associated with the Departments.
- Obtain all required licenses, permits, safety certificates and inspections as required in the Custodial/Maintenance Departments.
- Liaise with union as required.

3. **Education**

- Grade XII.
- Certification in a construction related trade, e.g. carpenter or mechanical.
- Good communications skills.

4. **Experience**

- Over 4 years.
- Ten years in construction field and experience with mechanical and electrical systems.

5. **Physical Demands**

- Visual concentration.
- Mental concentration.

6. **Working Conditions**

- Interruptions and conflicting demands.