

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES**BUILDING MANAGER****1. Position Summary**

Under the direction of the Director of Maintenance/Transportation and Custodial Services, Assistant Directors and School Administrators is responsible for the custodial staff and maintenance and operation of the mechanical and electrical systems in the Maples Complex.

2. Duties**(a) Operation and Maintenance**

- Operates the building automated control computer system to ensure the mechanical systems safeguards are properly monitored and the heating and cooling system is running efficiently.
- Maintains the clock and bell system and the fire/burglar alarm systems.
- Responds to all inspection reports issued by the fire department, boiler inspector and Workplace, Safety and Health officers.
- Maintains WHMIS requirements for product labelling and update MSDS binder.
- Maintains electrical and mechanical systems and repairs and/or obtains quotations and oversees the work done by contractors.
- Obtains quotations for Capital Work Projects and monitors progress including inspection and authorization of payments to contractors.
- Assists in the preparation of the annual budget, issues purchase orders and maintenance work orders and checks repair work to ensure it has been done satisfactorily.

(b) Custodial Services

- Supervises custodial staff and approves custodial vacation, sick time, leave of absence and overtime requests.
- Schedules and plans custodial workloads and assesses the performance of the custodial staff.
- Develops and implements training programs on cleaning methods and use of equipment and products.
- Participates in the hiring and is responsible for performance evaluations of custodial staff.
- Imposes disciplinary actions such as verbal warnings, written warnings, suspensions and/or recommendation for dismissal of custodial personnel.
- Schedules staff and moving of equipment such as chairs, tables, stages, sound and lighting for meetings/concerts, plays, folklorama and other special events.
- Available for 24 hour a day, 7 days a week on call service in order to act upon all emergencies at the Maples Complex, as well as assists with callouts in other buildings as required.

(c) Other

- Schedules security personnel and deals with problems such as people in unauthorized areas of the school and drinking and loitering on the premises.
- Checks and monitors the status of climate control equipment on a regular basis and schedules the operation of the mechanical systems during evening and weekend functions.

3. Education

- Grade XII or equivalent work experience.
- Power Engineering Certificate - Fifth Class or better.
- A valid Province of Manitoba Driver's Licence.

- Journeyman's papers in a related trade or an acceptable combination of experience and education.
- ODS (Ozone Depleting Substance) — Environmental Certification (Certified Trained Service Technician in accordance with the Ozone Act).
- Courses in Energy Management and Computer Operation.

4. Experience

- Five years experience in building or facility management.
- Experience with Auto Cad and energy management is an asset.
- Ability to read blueprints.
- Experience in dealing with contractors, inspectors, and the general public.
- Experience in personnel supervision is an asset.
- Good oral and written communication skills.

5. Physical Demands

- Continuous physical activities through walking, bending, climbing, stretching, standing.
- Works in cramped quarters and awkward positions.
- Exposure to noise and frequent interruptions with conflicting demands and deadlines.

6. Working Conditions

- Frequent interruptions.
- Regular exposure to dust, dirt, diseases, chemicals, fumes and noises from equipment.
- Exposure to inclement weather.