

	<i>Title:</i> <b>Building Maintenance Supervisor</b>	<i>Date:</i> January 24, 2007
	<i>Department:</i> Recreation, Culture and Community Services	
	<i>Classification:</i> Inside	<i>Pay Grade:</i> 24
	<i>Date Signed Off by the Union:</i>	

### **Nature and Scope of Work**

This is supervisory janitorial and semi-skilled technical work in coordinating janitorial, building and mechanical maintenance services in the City Hall, Fire Hall, Operations Centre, Douglas Recreation Centre, Timms Community Centre, Al Anderson Memorial Pool and any other buildings owned and or operated by the City. The incumbent supervises the work of subordinate janitorial staff which will require periodic shift work, plans, schedules and coordinates the provision of building and equipment maintenance, inspects, maintains and repairs, within defined limits, heating, ventilation and air conditioning systems and related equipment; prepares operating budgets estimates, and monitors the work of contractors. The maintenance tasks are of considerable variety and are usually self-initiated or the result of user complaints. The incumbent exercises considerable independent judgment and action in scheduling and supervising janitorial operations and performing repair tasks, discussing only major repairs and system changes with a supervisor who reviews work performance in terms of efficient janitorial, maintenance and repair services rendered.

The Building Maintenance Supervisor reports to the Director Recreation, Culture and Community Services.

### **Illustrative Examples of Work**

Plans, coordinates and supervises the work of janitorial staff at several Municipal buildings; trains new employees; set standards of workmanship and establishes maintenance schedules; arranges contract services for such work as carpet and window cleaning and elevator inspection services.

Maintains and monitors computerized mechanical control systems relative to heating, ventilating and air conditioning equipment and related support systems; trouble shoots problems, makes necessary adjustments; maintains computerized security access system for assigned buildings.

Establishes and implements preventative maintenance programs for support systems; discusses major repairs and system changes with a superior and arranges

for contract work, as required; suggests alterations that will facilitate janitorial and maintenance work; prepares budget for submission to a superior.

Inspects physical structure of municipal buildings for signs of deterioration and advises superior of potential problems; identifies and initiates needed repairs of an emergency nature; assists a superior with competitive bid process on capital projects, coordinates and monitors work of contractors doing major renovations, scheduled maintenance or emergency repair work.

Prepares and maintains a variety of records and reports related to the work; maintains a small inventory of janitorial, mechanical and related supplies and orders supplies as required.

Provides advice and assistance to a variety of internal and external contacts on matters related to building maintenance.

Performs a variety of minor plumbing, electrical, painting and carpentry maintenance and repair tasks.

Performs related work as required.

### **Required Knowledge, Abilities and Skills**

Thorough knowledge of the principles, practices, tools and equipment used in building support services, maintenance and repair work.

Thorough knowledge of the functions and operations of heating, air conditioning and ventilating equipment and related control systems.

Considerable knowledge of the methods, materials, tools and equipment used in janitorial work

Sound knowledge of plumbing and electrical systems and of general building structures and components.

Ability to plan, supervise, and review the work of subordinate janitorial staff.

Ability to diagnose causes of equipment breakdown and identify potential problems.

Ability to work with minimal supervision in the performance of varied building maintenance and repair tasks and to prepare maintenance schedules.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts.

Ability to prepare records and budgets related to the work.

Skill in the use and care of tools and equipment used in the work.

### **Desirable Training and Experience**

- Completion of grade 12.
- A trade certification plus sound related experience in building maintenance operation including supervisory janitorial experience or an equivalent combination of training and experience.
- WHIMS training
- Transportation of Dangerous goods Certification
- Thorough knowledge of Work Safe BC occupational health and safety regulations

### **Required Licenses, Certificates and Registrations**

- Building Services Worker Certification.
- Standard First aid certificate
- A valid BC Drivers license