



Maintenance Manager

Administrative Procedure 2.B.185

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: June 2018

Date Amended:

Philosophy

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the School Division. The major goals and task of the employees of the Division are to honour these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of this position of trust in our public school system.

Under the supervision of the Secretary-Treasurer, the Maintenance Manager shall be responsible for coordinating, and supervising the School Division Maintenance Department including facilities and grounds as well as support for the workplace safety and health program including maintenance, repair and administration. This position will provide leadership to the Maintenance Department staff in the overall management of the Maintenance Department. This person operates as part of the Education Support Centre team that provides efficient, respectful and effective service within the team as well as service to the division.

RESPONSIBILITIES AND DUTIES

General Administration:

1. Develop and administer the maintenance of the buildings and grounds in a condition that is safe and in good repair.
2. Monitor all new construction and renovation work to ensure work is done in accordance within the contract specifications and time schedules.
3. Recommend to the Management Team policy/procedure changes, staffing utilization and operations modifications considered advantageous to the overall operation of the Maintenance Department.
4. Consult with school administrators regarding the facilities and grounds needs of each school, make annual inspections of the building and grounds owned or operated by the Division to determine the need for repair, renovation or replacement and identify projects for inclusion in budget estimates to maintain a safe and efficient operation.

5. Ensure that all Federal, Provincial and Municipal laws/regulations are implemented and adhered to in regard to facilities and grounds.
6. Implement and maintain an adequate and accurate system of record keeping.
7. Implement and maintain the division's Energy Management Program recommending appropriate action to conserve energy and consider alternative energy options.
8. Implement and maintain the division's Maintenance Program and preventive maintenance schedule based on best industry practice and divisional policy and procedure.
9. Monitor the use of school grounds and facilities with towns, municipalities, division personnel and the Secretary-Treasurer regarding leases, permits, etc.
10. Collaborate with school administrators and head custodians on facility and grounds requirements and recommendations for needed repairs, safety considerations, preventative maintenance and facility improvements.
11. Inspect all Division buildings and property as required along with the principal/designate and custodian for the purpose of preparing annual inspection reports.
12. Liaise regularly with school head custodians regarding the ongoing maintenance and custodial requirements of each site including troubleshooting repairs and maintenance and maintaining adequate supplies and equipment for the day to day operations.
13. Correspond with the public, contractors, other government or public offices as necessary.

Finance:

14. Assist in the prioritization of Capital "D" expenditures and in the development of the five-year capital plan.
15. Assist the Secretary-Treasurer in preparation of budget estimates for the Maintenance Department.
16. Assume responsibility for expenditures and control of the annual Maintenance Department budget.
17. Assist the Secretary-Treasurer in the preparation and evaluation of tenders in accordance with division purchasing and tendering policies for the Maintenance Department.

Personnel – Training:

18. Supervises and provides support to the Safety Officer.
19. Recruit, supervise and evaluate staff in Maintenance Department and review custodial staff evaluations in consultation with Principals. Recommend to the Superintendent's department the hiring, transfer, demotion or dismissal of staff in the department.
20. Approve employee time assignments, verify time sheets, authorize staff absences and provide replacement staff as required.
21. Oversee the provision of appropriate professional development and training for staff in the Maintenance Department.
22. Supervise the day to day duties and responsibilities for members of the maintenance staff.

Safety:

23. Respond to all emergency situations at division facilities, preparing reports on the incidents to the proper authorities and insurance agents and, when possible, initiate procedures/practices to prevent reoccurrence.
24. Establish cleaning and maintenance standards in accordance with required health and safety standards.
25. Assign work orders using divisional procedure and implement a system for addressing emergency repairs.
26. Support the Division Workplace Safety and Health Program in accordance with legislation and divisional policy.

Related Duties:

27. Maintain membership in appropriate professional associations and keep current his/her knowledge of construction, maintenance and energy management and apply his/her knowledge when making recommendations to senior management, professional consultants, contractors and when overseeing the work of others.
28. Perform other related duties and responsibilities as assigned.

SKILLS/QUALIFICATIONS

- Ability to work unsupervised and as part of a team
- Ability to communicate effectively with people both orally and in writing
- Strong technology skills

EMPLOYMENT REQUIREMENTS

- Grade 12 Diploma and formal Post Secondary training in a related field (project management, trades training, general contracting)
- Minimum of 4 years management experience including budgets, project management, and staff evaluations
- Experienced tradesperson preferred
- Knowledge of Workplace Safety and Health legislation, regulations and procedures
- A valid Driver's License and vehicle