



Keewatin Patricia

DISTRICT SCHOOL BOARD

JOB DESCRIPTION

SITE/LOCATION: Facilities

TITLE: Area Supervisor

IMMEDIATE SUPERVISOR: Facilities Manager

REVISION DATE: September 1, 2006

EMPLOYEE GROUP: Non-Union

POSITION SUMMARY:

Under the direction of the Facilities Manager, and within the policies and regulations of the Board, the Area Supervisor will assist in planning, organizing, implementation and the operation of school-based caretaking and maintenance functions. Performs and assists in the maintenance and repairs to facility systems as assigned including site representation for the Board in major projects and the coordination of projects initiated and undertaken with Board employees.

QUALIFICATIONS:

A certificate in a recognized trade (electrician, carpenter, refrigeration, plumbing, etc.) and/or five to seven years of construction supervisory experience. Strong interpersonal, oral and written communication skills are mandatory. Maintenance experience in an institutional setting (school, hospital, municipal) would be an asset. Computer application and technical skills would be an asset. Tact and confidentiality are also essential.

SPECIFIC DUTIES:

- a) In conjunction with Principals and other maintenance staff, confers, advises and assists on the caretaking and maintenance operation of school facilities.
- b) Assists Facilities Manager on the appointment, placement, dismissal or promotion of members of the maintenance and caretaking staff within the confines of the collective agreement.
- c) Performs all maintenance functions for their assigned schools.
- d) Coordinates training for summer staff, casual staff, maintenance and caretaking staff within their area. This training may include equipment handling and operation, proper and safe work procedures, and efficiency procedures for all aspects of the maintenance and caretaking operation. Supervises summer staff in their assigned area.

- e) In conjunction with the Facilities Manager, assists in the supervision of major construction projects and contract work.
- f) Where required and in conjunction with the Facilities Manager, coordinates large Board projects undertaken by Board staff including scheduling of staff and materials for these projects.
- g) Ensures emergency maintenance work is carried out in an efficient and timely manner and undertakes appropriate action, in consultation with the Facilities Manager, in major water and sewer, gas power or heating plant failures.
- h) May serve as a management member of the OH & S Committee.
- i) Makes recommendations and investigates issues pertaining to OH & S.
- j) Under the direction of the Facilities Manager, may undertake facilities inspections and make recommendations concerning identified deficiencies.
- k) Assist in the evaluation process of new and existing maintenance and caretaking equipment.
- l) Under the direction of the Facilities Manager, perform periodic inspections and reports on boilers.
- m) Maintains a current inventory of equipment within their area.
- n) Assists in the preparation of the annual budget.
- o) In conjunction with the Principal, manages school and area budgets as required.
- p) Promotes harmonious and effective working and communication processes with Principals, colleagues and all other staff.
- q) Other related duties assigned by the Facilities Manager.

WORKING CONDITIONS:

School based duties require light to moderate physical effort with the occasional heavy effort needed to fulfill functional requirements. Hours may vary in accordance with area demands and may extend into evening or weekend work. Frequent travel within assigned area is necessary.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.