



# *Provincial Job Description*

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<b>TITLE:</b>	<b>PAY BAND:</b>
<b>(486) Building Systems and Maintenance Supervisor</b>	<b>16</b>

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises and administers maintenance operations, and oversees operation and maintenance of building control systems, installation of equipment, and development and implementation of preventative maintenance programs.

***QUALIFICATIONS:***

- ◆ **Building Systems Technician certificate**
  - ◆ **5<sup>th</sup> Class Power Engineering certificate, as required by the Boiler and Pressure Vessels Safety Act**
  - ◆ **Power Engineering license issued pursuant to the Boiler and Pressure Vessels Safety Act**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Refrigeration Plant Operator certificate, as required by the job**
- ◆ **Intermediate computer skills**
- ◆ **Ability to work independently**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Valid driver's license**

## ***EXPERIENCE:***

- ◆ **Previous: Thirty-six (36) months previous experience in a maintenance environment department to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Supervisory**

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Provides input into staffing, performance evaluations and performance reviews.
- ◆ Coordinates orientation, education and training for staff and students.
- ◆ Develops policies and procedures for approval.
- ◆ Ensures the appropriate policies and standards are implemented and maintained.
- ◆ Directs / coordinates preventative maintenance program.
- ◆ Communicates with and motivates staff.
- ◆ Acts as a liaison with other departments and outside agencies.
- ◆ Oversees projects / renovations.
- ◆ Ensures manuals / blueprints are current.

### **B. Administration**

- ◆ Prepares estimates (e.g., repairs, projects, renovations).
- ◆ Prepares reports (e.g., preventative maintenance, project status, recommendations).
- ◆ Coordinates the education and training of staff.
- ◆ Assists in establishing and implementing policies and procedures.
- ◆ Approves and verifies budget expenditures / service agreements.
- ◆ Corrects / verifies payroll.
- ◆ Plans and monitors renovation projects.
- ◆ Liaises with purchasing staff, project leaders, planner (e.g., preventative maintenance, renovations, project tendering).
- ◆ Recommends project progress payments.
- ◆ Maintains inventory (e.g., obtains quotations).

### **C. Building/Plant Systems**

- ◆ Operates and monitors computerized building control systems.
- ◆ Operates, services and maintains plant systems (e.g., boilers up to 5<sup>th</sup> Class), chillers, HVAC and associated equipment.
- ◆ Monitors critical alarm systems.
- ◆ Monitors and maintains facility systems (e.g., fire, call, security, emergency power, pneumatic, electronic systems).

**D. Equipment/Systems Maintenance**

- ◆ Performs final inspections of projects / renovations.
- ◆ Installs, repairs and maintains equipment other than those requiring a plumbing or electrical permit.
- ◆ Analyses and troubleshoots equipment/project problems.
- ◆ Provides technical direction.
- ◆ Upgrades, calibrates and/or modifies equipment / systems.

**E. Preventative Maintenance, Construction and Renovation**

- ◆ Leads projects and acts as a liaison with contractors.
- ◆ Oversees and performs preventative maintenance on all equipment, apparatus and facility infrastructure.
- ◆ Maintains maintenance logs and records.
- ◆ Enters and retrieves information from computerized maintenance systems.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: January 18, 2023*