



Job Title	Maintenance Foreman
Department	Facility Services
Location	Maintenance
Reports to	Director of Facility Services

Type of position:	Maximum Hours: 40 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Under the direction and supervision of the Director of Facility Services who coordinates maintenance staff in maintenance, alteration and construction of district buildings, teacherages, fixtures, equipment and grounds; works as a member of a team to ensure the timely resolution of general district maintenance requirements, in accordance with applicable acts, regulations, policies and procedures

TYPICAL DUTIES

- receives work requisitions and assists in prioritization; assigns work; monitors quality, quantity, adherence to standards; provides input to the performance review process; collects and checks time sheets
- reads and interprets operational drawings and specifications, reviews building plans; determines material requirements; prepares supply requisitions; confirms receipt of goods/satisfactory contract performance; liaises with suppliers re: errors or omissions; reviews and approves appropriateness of basic supply orders; initiates applicable inspections
- monitors location and state of repair for all common use equipment
- cleans, checks/confirms operational safety and performs routine maintenance on working equipment on a daily basis; performs minor repairs, and recommends new/replacement equipment
- constructs, alters, installs and repairs buildings, furnishings, equipment and other structures as required
- performs a variety of carpentry duties related to concrete laying, mill work, glass replacement, dry walling and floor covering as required

- resolves a variety of maintenance problems as required (e.g. salts, sands and clears ice and snow from exterior walkways, stairs and roofs)
- loads and unloads vehicles; transports materials and equipment as required (e.g. tables, chairs, and boxes)
- provides input on district maintenance needs; participates in planning processes
- -maintains currency of WHMIS manuals
- maintains the confidentiality of sensitive information
- performs other related duties as required

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Grade 12 or equivalent
- Valid inter-provincial Trade Certification
- Minimum of 1 year experience at the journeyman level coordinating a variety of trades in both a project and maintenance environment
- Valid Class 5 BC Driver's License
- Physical capability to perform the job duties

REVIEWED BY

Title

APPROVED BY

Title