



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Maintenance Foreperson – Trades 2 (Team Leader)
Department	Maintenance
Location	Terrace, Kitimat or Hazelton
Reports to	Manager of Maintenance Services

GENERAL DESCRIPTION

Reporting to the Manager of Maintenance Services, the Maintenance Foreperson – Trades 2 (Team Leader) - Oversees and coordinates the work of trades staff. Coordinates and directs projects. Assigns or assists with allocation of resources to carry out installation, maintenance, repair, and upgrading of district facilities, systems, and equipment. Performs trades work. Required to work with a high degree of independence on assigned projects. Works cooperatively with other employees, students and the public. Plans and coordinates projects and makes decisions independently.

TYPICAL DUTIES & RESPONSIBILITIES

- Coordinates and assigns work of trades staff. Prioritizes and checks work for accuracy and completeness.
- Gives advice and guidance to other employees.
- Trains and orients employees on departmental procedures and regulations. Organizes cross training opportunities.
- Maintains quality and accuracy of work of support staff. Contributes to performance valuation.
- Assists in selection of job applicants.
- Coordinates departmental activities with district and school staff.
- Schedules and executes projects within predetermined guidelines. Reviews expenditures reports and discusses variances with the supervisor/manager.
- Ensures compliance by crews and contractors to relevant safe work procedures.
- Reports unsafe conditions and ensures completion of all accident and incident reports.
- Orders materials and maintain availability of parts, supplies and equipment.
- Maintains a variety of records related to assigned projects.
- Prepares cost estimates for labour and material for projects.
- Loads and unloads vehicles. Transports materials and equipment. Cleans, checks and confirms operational safety of vehicle.
- Performs trades/technical duties as required.

TYPICAL QUALIFICATIONS & SKILLS

- Grade 12
- Interprovincial Trade Certification within the appropriate trade (includes in-class training and apprenticeship training)
- additional coursework in supervision
- three years of related work experience at the journeyman level
- BC Class 5 driver's license
- Working knowledge of other trades systems such as capable of working on electrical, mechanical, plumbing, heating and cooling systems as required.

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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