



# Shawnigan Lake School

## Job Description

Job Title:	Maintenance Supervisor
Department:	Maintenance
Division:	Operations
Reports to:	Director of Operations
Loading/FTE:	1.0 FTE
Salary:	

### 1.0 PURPOSE

As an Operations Division leader, reporting to the Director of Operations and the Facilities Manager, the Maintenance Supervisor provides daily leadership and management to a team of maintenance professionals responsible for improvements and upkeep of all campus wide buildings and infrastructure.

The Maintenance Supervisor ensures all maintenance and safety standards are met by the team while performing their responsibilities.

### 2.0 RESPONSIBILITIES

#### *Daily Operations*

- Proactively administer a systems maintenance schedule through comprehensive planning and implementation, including a monitoring process for each functional area of the department
- In collaboration with the Facilities Manager, support a preventative maintenance strategy that requires regular inspection and upkeep of assets to address potential issues before they become serious repair or replacement needs
- Direct and monitor the day-to-day assignments and workflow of Maintenance team members through the effective coordination of prioritized assignments and tasks
- Arrange and schedule work and/or services assigned to contractors
- Daily monitoring and assigning of tasks using a work order system
- Complete accurate record keeping and financial reporting throughout each fiscal year. This includes cost projections, keeping deferred maintenance records, annual salary budgeting, and detailed record keeping for materials and resource allocation
- Oversee repairs and maintenance to ensure accurate and timely completion
- Foster relationships with the School community and public services, including local law enforcement, first responders, VIHA, CVRD, and the Ministry of Environment
- Collaborate with departments across campus to provide support and facility activities coordination as necessary for School activities, special events, and fundraisers

- Support the Director of Operations with division and inter departmental requests as needed

#### *Supervisory & Leadership*

- Provide on-going feedback to team members, and ensure compliance with HR employment policies, including any grievance or disciplinary procedures, with support from the Facilities manager
- Provide a personalized and supportive approach to administering effective performance management practices with each team member
- Demonstrate managerial leadership with daily problem solving, crisis management, and emergency response planning
- Encourage and coach Maintenance team members to work together, to support one another, and to communicate effectively
- Schedule and attend weekly departmental and monthly divisional leadership meetings
- Attend all Operations Division meetings including active participation in “war room” project meetings
- Coordinate and lead regular Maintenance Department meetings throughout the year

### 3.0 QUALIFICATIONS AND SKILLS

- Minimum 10 years experience in construction and/or facilities maintenance or related position, with minimum 3 years’ facilities management experience at the senior level
- Advanced understanding of various trades such as mechanical, HVAC, water and sewage, hydraulic, and electrical systems, emergency systems, fire suppression as well as equipment maintenance processes and methods
- Technical proficiency with tools, motors, common appliances, a variety of equipment, and mechanical devices
- Experienced with the use of construction drawings, operating manuals, technical documents, and maintenance record keeping
- Current WHMIS and skilled trades ticket/certificate is an asset
- Certified Maintenance and Reliability Professional (CMRP) an asset
- Proficient with Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Experience with CMMS software
- Excellent critical thinking skills, able to foresee, diagnose, and solve a wide range of maintenance and repair issues without direction or external assistance
- Ability to deal confidently with interpersonal issues and the associated challenges of leadings teams
- Must be detail-oriented and able to meet deadlines
- Excellent organizational, communications, team building, and problem solving skills
- Adaptable, dependable, and willing to demonstrate significant flexibility with projects, assignments, and tasks

#### 4.0 EXPECTATIONS

The Maintenance Supervisor demonstrates:

- A strong commitment to work quality
- High professional and ethical standards for handling confidential information
- Compliance with all school health and safety, environmental, and quality policies and regulatory requirements

Shawnigan Lake School is committed to safeguarding and promoting the welfare of children and young people and expects all staff (and volunteers) to share this commitment. Employees will be required to undergo child protection screening appropriate to the position, including checks with previous employers and a vulnerable sector criminal record check.

Whether working independently or with others, the Maintenance Supervisor will model Shawnigan's core values of Curiosity, Compassion, Community and Courage.

#### 5.0 HOURS OF WORK AND WORKING CONDITIONS

Able to work in variable climate conditions, indoors and outdoors, around machinery, sometimes in noisy environments, and physically capable of lifting and moving objects up to 15 kg as necessary.

The Maintenance Supervisor is expected to demonstrate significant work schedule flexibility throughout the year as the seasonal and operational demands of the School change. This flexibility includes acting as first point of contact during facilities and campus emergencies, in addition to sharing an on-call schedule with team members that may coincide with School holidays and breaks.

#### 7.0 FINANCIAL RESPONSIBILITY

The Maintenance Supervisor is accountable for managing the annual Maintenance budget exceeding \$1 million, working closely with the Director of Operations and the Facilities Manager to complete budget planning and project costs for regular maintenance and repairs, as well as for special projects and acquisitions.