

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE – AREA COORDINATOR

Rate of Pay: **Band # 16**

Location: **District Maintenance Shops**

SUMMARY

- Plans, organizes, directs and controls the delivery of maintenance services and capital projects.
- Provides support to District and maintenance staff to fulfill the maintenance function within the District facilities and performs a wide variety of Maintenance tasks.

DUTIES & RESPONSIBILITIES

- oversees and provides instructions to staff
- coordinates, prioritizes and assigns daily routine and non-routine work for maintenance staff based on maintenance work orders/requests and emergency priorities from sites
- assists in establishing/implementing/monitoring district goals, objectives, budgets, material and labour requirements, timelines, progress reports, and performance measurements to ensure maintenance/capital projects are completed in an efficient and effective manner
- ensures appropriate records are prepared and retained for all aspects of sites and facilities
- oversees and directs staff, in meeting district policies, procedures, practices, processes and standards
- assists the Director of Facilities in implementing and coordinating major/minor building renovations
- reads & interprets drawings & specifications, reports on work in progress & changes in plans and schedules
- constructs, alters, installs and repairs buildings, furnishings, equipment and other structures as required
- ensures appropriate records are prepared and retained for all aspects of sites and facilities
- provides employee/contractor performance information to help facilitate the evaluation of staff and contractors
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- valid B.C. Trades Certification or an additional 4 years of related supervisory experience
- completion of a Management/Supervisory program (equivalent to a minimum of 6 months)
- BC Driver's License - Class 5 Full Privileged with an exemplary driving record as demonstrated by a current driver's abstract

EXPERIENCE

- 10 years of current maintenance experience including 1 year of recent, successful related supervisory experience
- WHMIS 2015 Certificate and familiarity with Work Safe BC (WCB) safety procedures

SKILLS & ABILITIES

- competent in the use and care of tools and equipment common to this position
- ability to use tact, diplomacy and human relations skills for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others
- ability to use judgement and initiative in identifying, adapting and applying procedures and approaches to address unusual problem situations and resolve most conflicts
- physical capability to perform the job duties
- ability to read and interpret drawings and specifications
- ability to lead a team of maintenance personnel
- physical capability to perform the job duties
- working knowledge of computers
- demonstrates a working knowledge of all trades
- understanding of applicable regulatory authorities

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.