

POSITION TITLE:

MAINTENANCE FOREMAN

Reports to: Supervisor of Facilities

Function/Purpose:

To carry out maintenance and repair tasks in the various building trades areas in the buildings of the Division.

Required Education, Knowledge, Qualifications and Experience:

- A journeyman's certificate in one or more of the recognized trades would be an asset.
- Be bondable.
- Hold a valid driver's license.
- Knowledge of applicable Codes.
- Have proven skills and abilities through reference or previous work experience.
- Additional tickets would be an asset (i.e. a domestic or commercial gas license, WHMIS, plumbing, carpentry, etc.).

Required Skills and Abilities:

- Ability to work with minimal supervision.
- Ability to supervise and direct the work of others.
- Ability to safely operate tools and equipment required to perform assigned work such as miscellaneous hand tools, power tools (skill saws, drills, etc.).
- Ability to work as a team player.
- Ability to produce Journeyman quality work in which certificate is held (if applicable).
- Ability to plan and expedite work as it pertains to assigned projects.
- Ability to work cooperatively with other trade and contracted personnel.
- Ability to read plans and interpret specifications.
- Ability to safely operate tools and equipment necessary to perform assigned work (i.e. tractor, loader, lift-boom truck, man lift, power tools, etc.).
- Ability to perform work in accordance with applicable Codes.
- Ability to do Heavy Work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects).

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision of Staff:

The Foreman supervises Maintenance Workers, laborers and casual maintenance and summer support workers. A measure of supervision of the work of caretaker is required, particularly during school breaks when the Principal may be away.

Duties and Responsibilities:

Without restricting the generality of the description above, the Maintenance Foreman shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Perform routine maintenance on Division facilities and grounds.
- Practice safe work habits at all times.
- Complete tasks as identified in instruction conveyed by work orders or by direction of Supervisor of Facilities.
- Coordination and monitoring of the work of Maintenance Workers and labourers.
- Tasks may include but are not limited to:
 - Plumbing installations and repairs.
 - Repair and maintenance of HVAC systems.
 - Controls calibration and installation.
 - All aspects of electrical work including service work, new installation of equipment and circuitry.
 - Roof repairs and maintenance (i.e. patch, repairs to flashings, etc.)
 - Hardware repair, adjustment and replacement.
 - Window repairs/replacement.
 - Floor repair/replacement.
 - Suspended ceiling repair and new installation.
 - New construction carpentry, renovation carpentry, maintenance/repair carpentry.
 - Drywall preparation and painting.
 - Playground equipment repair and installation of new equipment.
 - Fence repairs/replacement.
 - General welding and metal fabrication.
 - Equipment repair and maintenance (i.e. vacuums, floor care equipment, maintenance equipment, etc.)
 - Millwork fabrication and installation.
 - Concrete forming, placement and finishing.
 - Testing of facility emergency systems (i.e. sprinkler systems, fire alarms, etc.).
- Work is not limited to the trade for which the employee has certification (if applicable).

Judgement, Independence and Client Contact:

- Confidentiality
 - The employee is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the

system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.

- Independence
 - A Maintenance Foreman is expected to work independently and take initiative.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working jointly with other maintenance workers, caretakers, labourers and school-based administrators on a daily basis.
- Responsibility for Quality of Assigned Work
 - The employee receives general supervision and is solely responsible for the quality of the assigned work. The efficient, effective, timely and economical maintenance of buildings is critical to the educational program of the Division. The “first impression” image of the organization is dependent upon the quality of this work.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007