



## Facilities Supervisor

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**Position Profile:** The Facilities Supervisor is responsible for maintaining and repairing Good Spirit School Division facilities to support the overall goal of improving student outcomes through well maintained facilities.

**Directly Reports To:** Facilities Coordinator

**In-Directly Reports:** Facilities Manager

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### Duties & Responsibilities

This position provides direct supervision to Facilities Technicians and external service providers.

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

- Responsible for the daily maintenance, upkeep and repair of school division facilities.
- Responsible for the daily monitoring, repair and maintenance of school division HVAC equipment.
- Review and assign automated work orders (FAME) to appropriate staff or service providers.
- Provide leadership to staff, including planning, participating in completion of tasks, coaching, and reviewing of work performance.
- Advise the facilities operating staff of the safe efficient operation of school building systems.
- Supervise contractors who may be engaged to perform maintenance work for the division.
- Implement and maintain a preventative maintenance program for facilities assigned including but not limited to HVAC equipment, roofs, gutters, ground water drainage.
- Responsible for grounds maintenance including playground inspections and repair and the coordination and supervision of contracted services for grass cutting, weed and pest control and snow removal.
- Maintain and control adequate inventory of maintenance tools and supplies.
- Ensure that Department purchasing follows the guidelines established by the Board of Education.
- Serve as a resource on capital projects to establish priorities and perform on-site monitoring of construction projects; may include involvement with architects, engineers and general contractors.
- Provide leadership in emergencies which may involve emergency call-outs to affect repairs and to re-secure the building.

- Promote safe work practices in accordance with Occupational Health and Safety, Board of Education Policy, and supervisor's directives.
  - Recommendations in the area of facilities management and potential cost saving measures.
  - Prepare reports as required by the Facilities Manager.
  - Perform other duties as may be assigned by the Facilities Manager.
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## **Education & Qualifications**

- Minimum Grade 12 or equivalent
  - Minimum 4 years experience performing building maintenance or facilities operation skills.
  - Minimum 2 years supervisory experience related to building maintenance or facilities operation.
  - Journeyman status in a building related trade or Power Engineering Certification at Fourth Class or higher.
  - Level I and II Occupational Health & Safety
  - Workplace Hazardous Materials Information System Certification
  - Saskatchewan Construction Safety Association – fall protection awareness
  - Minimum of valid Fireman's certificate
  - A valid driver's license
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## **Competencies, Skills and Abilities**

- **Quality & Organization of Work**  
Demonstrated ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes
- **Physical Requirements**  
Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning and climbing.  
Ability to do high load work which includes
  - Exerting up to 100 lbs of force occasionally (lifting and/or carrying)
  - Exerting up to 50 lbs of force frequently.
  - Exerting up to 20 lbs of force constantly to move objects.

Employees will be expected to work in a variety of climates and conditions which may include (but are not limited to) extreme cold or heat, dust, vapors, fumes, or confined spaces.
- **Adaptability & Flexibility**  
A Facilities Supervisor must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities.

- **Communication**

A Facilities Supervisor must have superior interpersonal and communication skills and be able to communicate professionally with school administration, staff, and contractors. Appropriate communication with students is required.

- **Job Knowledge**

- Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds. Maintaining awareness of technical developments and advances in practices, equipment, supplies and materials.
- Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities.
- Knowledge of Fire and Building Codes as well as fire/safety system requirements.
- Knowledge of how to read and interpret blueprints.
- Knowledge of computer software including FAME, MS Office, email and related programs.
- Be knowledgeable and supportive of applicable Board of Education and Division policies and procedures.
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.

- **Cooperation & Teamwork**

A Facilities Supervisor must be able to work with staff and provide appropriate supervision or support to ensure the quality of work meets requirements. Must work collaboratively with the Facilities Coordinator and other maintenance staff on a daily basis. Must have the ability to be a team player and work independently with minimal supervision.

- **Attitude**

A Facilities Supervisor must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children.

- **Confidentiality**

At no time should a Facilities Supervisor discuss, in public, information pertaining to employees, students or the operation of the division. A Facilities Supervisor is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.