

## **Maintenance Supervisor (effective December 2016)**

### **JOB SUMMARY:**

Under the general direction of the Director/Manager of Operations, this position is responsible for the efficient day-to-day operation of the maintenance crew for the District of Port Hardy. This position is also responsible for repairs and construction of wood frame and/or concrete structures, the construction and/or repairs of sidewalks, foundations, fences, windows, doors, exterior and interior fixtures. This position may also be required to perform duties associated with the installation and maintenance of all utilities.

### **PRIMARY DUTIES & RESPONSIBILITIES:**

- Skilled construction and repair in all phases of:
  - Wood frame buildings and structures
  - Concrete buildings and structures
  - Concrete and/or wood foundations
  - Fences and retaining walls of wood, steel or concrete
  - Manholes, catchbasins and related structures
  
- Semi-skilled in the construction/installation of:
  - Electrical wiring, conduits and fixtures
  - Plumbing and heating fixtures
  
- Read and interpret sketches, blueprints and drawings and prepare cost estimates on the drawings;
- Prepare input into the preparation of capital and operation budgets(s) and monitor these budgets throughout the year;
- Purchase materials and services for projects, tasks and assignments;
- Supervise maintenance crew employees and direct contract service workers as necessary;
- Assist in the repair and installation of water and sewer lines, manholes, hydrants, catchbasins, etc.;
- Perform other duties as required.

### **REQUIRED SKILLS, KNOWLEDGE & ABILITIES:**

- Perform all the duties and responsibilities of an Equipment Operator I;
- Must be physically capable of carrying out assigned duties in all weather conditions;
- Must be able to communicate effectively in both oral and written form, in English, with other employees, supervisors and the general public;
- Must be able to carry out assigned tasks and duties with a minimum of direction and/or supervision;
- Completion of Grade 12 or equivalent;
- Possess a valid, current certification as a carpenter or have an equivalent amount of education and experience;
- Thorough knowledge of WorkSafe BC regulations, WHIMIS and general safety procedures;
- Possess a valid BC Driver License (Class 3) with air endorsement;
- Varied experience in all aspects of carpentry is desirable;
- A highly collaborative team player, who is open to new ideas and methods of operation;
- Stamina, energy, and willingness to commit to quality pro-active results.