


 <p>Employment Opportunity <u>BUILDING MAINTENANCE</u> <u>SUPERVISOR</u> (SEEKING TRADESPERSON)</p>	 <p>Opportunité d'emploi <u>SUPERVISEUR DE</u> <u>L'ENTRETIEN DU BÂTIMENT</u> (RECHERCHONS TRAVAILLEUR SPÉCIALISÉ -MÉTIER)</p>
<p>Full time position – 40h/week Salary Scale: \$22.60/h - \$26.44/h</p>	<p>Poste à temps plein – 40h/semaine Échelle salariale : 22,60 \$/h – 26,44 \$/h</p>
<p>Eligible to benefit package at completion of probationary period.</p>	<p>Éligible au forfait d'avantages sociaux à la fin de la période de probation.</p>
<p>Details available on website: www.campbellton.org or at City Hall reception: 789-2700</p>	<p>Description du poste disponible sur le site Web: www.campbellton.org ou à la réception de l'hôtel de ville: 789-2700</p>
<p>Drop off resume at City Hall, 76 Water Street, Campbellton or mail to P.O. Box 100, Campbellton, NB, E3N 3G1, to the attention of: Job Posting #2019-MRCC-01 Manon Cloutier, P. Eng., CAO (E-mails only accepted if you call at 789-2727 to follow up) brenda.letourneau@campbellton.org</p>	<p>Déposer votre curriculum vitae à l'hôtel de ville au 76, rue Water, Campbellton ou le poster à la boîte postale 100, Campbellton, N.-B., E3N 3G1, à l'attention de: Affichage de poste #2019-MRCC-01 Manon Cloutier, Ing., CAO (Les courriels ne sont acceptés que si vous appelez au 789-2727 pour faire un suivi) brenda.letourneau@campbellton.org</p>
<p>Questions on position: 789-2727</p>	<p>Questions sur la position: 789-2727</p>
<p>Closing date: February 13, 2019 at 3 p.m.</p>	<p>Date de fermeture: Le 13 février 2019 à 15h.</p>
<p>Only successful applicants will be contacted</p> 	<p>Seuls les candidats(ates) choisis(ies) seront appelés (ées)</p> 

La description de poste en français sera disponible sous peu.



City of Campbellton

Job Description

Building Maintenance Supervisor

Disclaimer Statement:

Usage of the masculine form throughout the document is for convenience only, and refers to women and men alike.



Department: Building Maintenance
Job Title: Building Maintenance Supervisor
Reports to: Building Maintenance Manager
Last revised date: January 20, 2019



BUILDING MAINTENANCE SUPERVISOR

1. IDENTIFICATION

- | | | |
|-----|-----------------------|---------------------------------|
| 1.1 | Organisation: | City of Campbellton |
| 1.2 | Department: | Building Maintenance |
| 1.3 | Job Title: | Building Maintenance Supervisor |
| 1.4 | Job Status: | Non-unionized |
| 1.5 | Immediate Supervisor: | Building Maintenance Manager |
| 1.6 | Last revised date: | January 20, 2019 |

2. TASKS AND RESPONSIBILITIES

2.1 Summary of Responsibilities

The incumbent is responsible to coordinate building maintenance activities of the Memorial Regional Civic Centre. The incumbent brings skills and knowledge while performing maintenance and repairs of equipment.

2.2 Succession Planning

The Building Maintenance Supervisor's position will progressively take on the lead on all building maintenance related activities and staff at the Memorial Regional Civic Centre (MRCC). The Building Maintenance Manager position (which oversees maintenance of all City buildings) will eventually (retirement) be eliminated and replaced at the MRCC with the Supervisor's position.

2.3 Health and Safety Responsibilities

The incumbent is responsible to conduct himself in a way that ensures his own health and safety and that of other persons at work. He must be conversant with the safety rules and regulations of the City of Campbellton. He is required to report to his immediate supervisor the existence of any hazards of which he is aware. He must also use or wear such protective equipment as required by regulation or as recommended by manufacturer. He has to inform his supervisor of any task for which he feels he has not received proper training.

As a representative of the employer, the incumbent must demonstrate leadership in regards to the City of Campbellton's Health and Safety Program.

The Building Maintenance Supervisor must:



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- Take every reasonable precaution to ensure the health and safety of employees, contractors, clients under his supervision.
- Comply with all workplace legislation and ensure this information is readily available to the workforce.
- Ensure employees comply to all applicable legislation and the City's Occupational Health and Safety program.
- Ensure that all tools, equipment and materials used are maintained in good condition and of minimum risk to health and safety when used per manufacturer's recommendations.
- Advise employees of potential hazards related to their work.
- Provide information, instruction, training and supervision.
- Provide and maintain in good condition personal protective equipment (PPE) and ensure such equipment required by legislation is used by employees in the course of their work.
- Ensure that monthly workplace inspections are conducted for his department.
- Report incidents and accidents (as per established procedure) and participate in department related accident investigation when required.
- Comply to the Health and Safety program and bring to the Manager's attention additional procedures and policies that may be required for his department.

2.4 Tasks Profile

- Perform building and mechanical maintenance work at the Memorial Regional Civic Centre (MRCC) which includes pool and ice rink equipment.
- Progressively get involved in the coordination of maintenance work of the MRCC including carpentry, heating systems and electrical operations.
- Eventually (succession) supervise building maintenance employees of the MRCC.
- Be responsible for all maintenance records.
- Eventually (succession) authorize all repairs including heat pumps, hardware replacement, etc.
- Maintain an efficient building deficiency reporting and repair system.
- Provide long term planning for major and future maintenance repairs and purchasing requirements (succession).
- Ensure an efficient administration of building maintenance, acceptable quality work from contractors, etc. (succession).
- Keep up to date on current and impending legislation on building codes and regulations.
- Carry out any other departmental related duties as required by the immediate supervisor(s).

3. AUTHORITY LEVEL

The incumbent reports to the Building Maintenance Manager. In his absence, the incumbent has authority over maintenance/ice maker employees of the Memorial Regional Civic Centre.

4. POSITION REQUIREMENTS**4.1. Mandatory Education**

- Grade 12 Diploma or GED, and/or meet the requirements of the Test of Workplace Essential Skills (TOWES).
- Have successfully obtained a NB certification as a journeyperson in a skilled designated occupation (preferred trades: Electrical, Industrial Mechanic).

4.2. Special Knowledge and skills

- Good record keeping skills.
- Able to manage a budget efficiently.
- Good computer skills with programs such as Word, Excel and the internet.
- Able to learn new computer programs with ease.
- Excellent reading/comprehension skills.
- Organizational and time management skills.
- Problem-solving and result-oriented approach.
- Excellent supervisory skills.
- Mechanically inclined is essential and mandatory.
- General skills in carpentry, welding or other vocational areas would be an asset.
- Knowledgeable of Health and Safety regulations related to building maintenance and workplace hazardous products.

4.3. Mandatory Requirements and Experience

- Be bilingual (functional in English and French – Level 4 Intermediate Middle of Versant test).
- Possess a class 5 driver's license.
- Successfully complete a criminal background verification.
- Successfully complete a driver's abstract verification.
- Have a minimum of 5 years experience in the trade.
- Have employee supervision experience.
- Experience in facility maintenance, and mechanical repairs would be an asset.
- Be physically fit.
- Be available to perform phone rotation duties (evenings and weekends).

4.4 Personal Qualities

- Incumbent has to be cordial and able to administer a team efficiently and in a pleasant manner.
- Incumbent has to be dependable and have the ability to learn, reason and make good decisions.
- Incumbent has to be strongly safety oriented.
- Incumbent must demonstrate leadership and initiative.



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5. REMUNERATION

- Salary scale: \$47,000 to \$55,000 annually (\$22.60/h to \$26.44/h).
- Probationary period – 180 calendar days.
- Eligible to City benefit package at successful completion of probationary period.

6. HOURS OF WORK

- Irregular hours of work - 1 hour of unpaid lunch break - 40 hours of work per week.
- This position is a full time permanent position.

7. WORKING ENVIRONMENT AND TRAVEL REQUIREMENTS

- Some office work required.
- Work of physical nature.
- Arena/pool environment - Potential exposure to fumes, heat/cold, etc.
- Occasional out-of-town travel for training purposes.

8. OPERATIONAL REQUIREMENTS

- Availability for overtime work is required – Evenings and weekends.
- Working outside of normal business hours is required (variable work schedule).
- Participation in phone rotation – Year round (evenings and weekends).

9. JOB DESCRIPTION APPROVAL

9.1 Departmental Level

Approved by: Donald Downs Initials: _____

Title: Building Maintenance & Electrical Manager

Date of Approval: January 21, 2019

9.2 City Administration Level

Approved by: Manon Cloutier Initials: _____

Title: Chief Administrative Officer

Date of Approval: January 21, 2019



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10. RECEIPT BY INCUMBENT

I have received a copy of this job description:

Name: _____

Signature of incumbent: _____

Date: _____

