

**SCHOOL DISTRICT No. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

WORKING FOREMAN

DEPARTMENT: Maintenance

JOB SCOPE

Reports to the Manager of Operations and Maintenance Services.
Performs a variety of tasks related to maintenance and repair of buildings, grounds and equipment.
Gives direction to maintenance employees.
Assists in the day-to-day operations of the Maintenance Department.
Works without close supervision.

MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of tasks related to repair and maintenance of buildings, grounds and equipment.
Plans, assigns, schedules, coordinates, supervises and reviews work of maintenance employees.
Prepares cost estimates, specifications and tenders as required.
Recommends, develops and applies new or improved work techniques related to repair and maintenance of buildings, grounds and equipment.
Maintains inventory control and records as required.
Reports on the condition of buildings, grounds and related equipment, using a preventative maintenance program.
Ensures shop equipment and tools are properly used and maintained.
Requisitions maintenance services, tools, supplies and materials as required.
Assists in the preparation of operating and capital budget requests.
Ensures that safe work methods are followed by employees supervised.
Leaves workplace in a clean and safe condition.
Supervises maintenance employees and custodians in absence of the Manager of Operations and Maintenance Services.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).
Valid B.C. or Inter-provincial trades qualification as a Carpenter, Electrician or Plumber.
Valid B.C. class 5 driver's licence.
Ability to establish and maintain good working relationships with staff members and the public.
Ability to understand and effectively follow oral and written instructions.
Ability to plan and undertake an effective work schedule with a minimum of supervision.
Thorough knowledge of current work methods, practices, materials, tools and equipment of all trades and workers supervised.
Ability to use tools and equipment safely and skillfully.
Excellent interpersonal and communications skills.
Ability to consistently perform a quality of work at the tradesperson level.
Ability to plan, assign, schedule, coordinate, supervise and review the work of maintenance employees in an efficient and economical manner.

Knowledge of occupational health and safety standards applicable to all trades and workers supervised.

Knowledge of the B.C. Building Code.

Ability to estimate time and materials required to complete tasks.

At least 5 years of recent experience in building maintenance field.

Experience in a supervisory capacity preferred.

Revised Feb. 2006

Revised Oct. 2011

Revised May 2012

Reviewed May 2015