

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Maintenance Foreman

DATE: April 2019

Reviewed: June 2020

PAY GRADE:

LOCATION: Maintenance

SUMMARY: Organizes, coordinates, schedules, reviews and directs the daily activities of Maintenance personnel to ensure that work is performed safely, effectively and efficiently to appropriate standards. Reviews and coordinates the work of contractors as required. Helps with estimating projects and maintenance work.

DUTIES:

1. Coordinates and oversees maintenance personnel in their daily activities, ensuring appropriate quality assurance activities are completed, that work conforms to District standards, and that there is a fair distribution of workloads.
2. Reviews maintenance work orders, including estimates for labour and materials, and back-logs to ensure work is being scheduled and completed in appropriate priority order.
3. Reviews work order file information and performance data. Develops and implements changes necessary to enhance safety, improve efficiency/productivity, and cost-effectiveness of maintenance activities.
4. Orients and trains new employees in standards, methods and safety.
5. Reviews and coordinates the work of contractors.
6. Assesses performance and provides input to performance appraisals.
7. Maintains an inventory listing of maintenance related equipment, tools and critical spare components and directs the ordering of supplies and equipment as necessary.
8. Addresses team issues at the lowest level and assists with resolving disputes. Identifies and coordinates training and development opportunities for maintenance staff.
9. Performs hands-on-trades work and is available for call-out within their respective trade.
10. Liaises with district staff to plan, prioritize and schedule work.
11. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. An Interprovincial or Trades Qualification (TQ) Certificate in a building trade plus two (2) years related experience.
2. A minimum of three (3) years supervisory experience in a maintenance environment.
3. Ability to utilize computers and software to analyze data, identify trends and generate reports.
4. Ability to effectively apply supervisory principles and practices, and maintain safe working practices, productivity and teamwork among workers.
5. Strong interpersonal and organizational skills with the demonstrated ability to communicate effectively and harmoniously with staff at all levels, outside agencies and contractors.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
7. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
8. A valid B.C. driver's license.

JOINT COMMITTEE MEMEBER'S SIGNATURES:

	
	