

**Duties of Maintenance Supervisor**

The Maintenance Supervisor is responsible for the maintenance of all buildings, property owned and operated by the Board. The Maintenance Supervisor is under the direction of the Secretary Treasurer, and is accountable to the Board through the Secretary Treasurer. The Maintenance Supervisor shall:

1. Supervise the repair and maintenance of all buildings and grounds, furniture, and installed equipment belonging to or rented by the Division.
2. Work co-operatively with administrative, teaching and non-teaching staff toward the attainment of Division goals.
3. Receive and authorize all work orders and requisitions pertaining to maintenance and repair, other than routine.
4. Be responsible for the supervision and co-ordination of all Capital projects approved by the Division.  
**Rev 25 Mar 98 (178); Rev 5 Dec 00 (51)**
5. Carry out a periodic inspection program related to the care and maintenance of Division facilities and take the necessary action to correct deficiencies.
6. Be designated as the Divisional contact for all contractors. **Rev 25 Mar 98(178)**
7. Attend all Maintenance Committee meetings and meetings of the Board where required except where his own tenure, salary, or efficiency are under consideration.
8. Make recommendations and be responsible for all in-service training of maintenance personnel for the Division and keep the Board informed as to the extent of, and participation in, all such in-service training.
9. Make arrangements for the inspection and re-charging of all fire extinguishers. A record listing all equipment removed or placed in the school shall be left with the school secretary.
10. Be responsible for the selection of custodial staff in accordance with the Staff Selection Recruitment policy, and provide assistance to the principal and custodial staff as required, or upon request, to address custodial issues that may arise from time to time. **Rev 25 May 04 (187)**
11. Be responsible for establishing specifications regarding purchase of maintenance supplies and services as determined by the Transportation/Maintenance Committee.
12. Be responsible for developing a budget proposal for maintenance items.
13. Copies of both the Manitoba Building Code and the Fire Prevention Code shall be purchased and the Maintenance Supervisor shall be responsible for these and any other applicable codes within the Division.
14. Perform other duties as may be assigned.