



## Job Description

<b>Title:</b>	Maintenance Supervisor	<b>Date:</b>	July 13, 2023
		<b>Previous:</b>	December 15, 2022
<b>Department:</b>	Infrastructure & Development – Maintenance & Public Works	<b>Reports to:</b>	Infrastructure and Development Manager
<b>Status:</b>	Full Time – 32 hours per week – Mon – Thurs & Call-Outs	<b>Direct Reports:</b>	None

### Purpose

The Maintenance Supervisor is responsible for supervision and maintenance of all daily operations and maintenance of Infrastructure buildings, equipment, tools, Public Works Systems (including Water Treatment System, Sewer and Wastewater Management System, roads, hydrants, culverts, ditches, parks, etc) In addition, the Maintenance Supervisor is responsible for the supervision, scheduling, and quality control of all Maintenance & Public Works Staff.

### Responsibilities

#### Public Works Infrastructure & Maintenance

Water Treatment System, Sewer, and Wastewater Management System

- Supervise the monitoring and quality control of the community’s public works assets, including water treatment system, sewer, wastewater management system, fire hydrants, surface water management, including ditches and culverts, manholes, etc.
- Supervise the maintenance relating to the water treatment system, sewer, and wastewater management system.
- Assist the Infrastructure & Development Manager with required inspections, meetings, reports, etc relating to the water treatment system, sewer, and wastewater management systems.
- Together with the Infrastructure & Development Manager, create standard operating procedures and daily reporting methods/logs for all public works systems, and ensure timely execution of all.
- Respond to and/or supervise after hours call-outs as needed, for the operation and emergency maintenance of all water treatment systems, sewer, and wastewater management systems.
- Additional Supervision & Maintenance duties as requested and approved by the Infrastructure & Development Manager

#### Community Infrastructure & Maintenance

- Supervise the maintenance of roads, bridges, culverts, ditches, fences, trails, pathways, parks, and around/in all buildings etc., as needed.
- Assist with housing related maintenance and repair, as requested.



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- Together with the Infrastructure & Development Manager, create standard operating procedures and daily reporting methods/logs for all Community Infrastructure Maintenance requirements, and ensure timely execution of all.
- Respond to and/or supervise after hours call-outs as needed, for the operation and emergency maintenance of all Community Infrastructure & Maintenance systems.
- Additional Supervision & Maintenance duties as requested and approved by the Infrastructure & Development Manager.

### **Vehicles, Small Engines and Equipment/Tools**

- Ensure vehicles, equipment, and machinery/tools receive regular service, and maintenance work is done as required. This includes, checking and replacing small engine parts and making minor repairs, sharpening and replacing saw blades and chains on all applicable equipment as required, ensuring vehicles, equipment, and machinery have adequate fluids prior to use.
- Supervise and ensure completion of all inspections/walk-arounds and logs required of all vehicles, equipment, and machinery/tools as applicable, prior to each use.
- Manage inventory and daily use of all tools, equipment, and vehicles.
- Together with the Infrastructure & Development Manager, create standard operating procedures and daily reporting methods/logs/ for all Vehicles, Small Engines, and Equipment/Tools requirements, and ensure timely execution of all.

### **Emergency Management**

- If requested, take an active part in the Emergency Planning Committee, including all meetings, training, call-outs, etc.

### **Administration**

- Create regular maintenance schedules for all community buildings, public works infrastructure, equipment, and tools, and supervise/undertake to ensure they are followed.
- Together with the Infrastructure & Development Manager, create Standard Operating Procedures for the entire Maintenance & Public Works Department, including reporting requirements and execution.
- Together with the Infrastructure & Development Manager, create lists of required tools, equipment, and staffing requirements for the purpose of budget preparation and purchasing.



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## Competencies and Skills

### Education and Work Experience:

- Post-secondary education or formal training in Water Distribution, Small Water Systems Operator Certification and Wastewater Systems Operator Certifications preferred, but willing to train if required.
- Post-secondary education or formal training in Maintenance Supervision (including equipment & building maintenance, repair, construction, and tool maintenance), extensive experience will also be considered.
- Willingness to actively participate in all training offered.

### Knowledge, Skills and Abilities:

- Mechanical aptitude with the ability to step in and fix equipment as required.
- Clear and concise communication style both verbally and in writing.
- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Preferential hiring will be given to First Nations candidates, followed by Indigenous individuals, followed by experience working with First Nations, cultural understanding is imperative.