



**School District #54 (Bulkley Valley)**  
**JOB DESCRIPTION**  
**MAINTENANCE – FOREMAN**  
Location: District

**SUMMARY:**

Reporting to the Supervisor of Operations, the Lead Hand plans, organizes, directs and controls the delivery of Maintenance services and capital projects and performs a wide variety of Maintenance tasks.

**DUTIES:**

- Supervises a variety of skilled trades and non-trades staff
- Liaises with District staff, contractors, and suppliers
- Coordinates, prioritizes and assigns daily routine and non-routine work for maintenance staff based on maintenance work orders/requests and emergency priorities from sites
- Reads and interprets drawings and specifications, determines material and labour requirements, reports on work in progress and proposes changes in plans and schedules as required
- Assists the Supervisor of Operations in implementing and coordinating major/minor building renovations
- Assists in establishing/implementing/monitoring District goals, objectives, budgets, material and labour requirements, timelines, progress reports, and performance measurements to ensure maintenance/capital projects are completed in an efficient and effective manner
- Reads and interprets drawings and specifications, reports on work in progress and proposes changes in plans and schedules to the Supervisor of Operations as appropriate
- Constructs, alters, installs and repairs buildings, furnishings, equipment and other structures as required
- Provides both written and oral reports to the Supervisor of Operations as required
- Ensures the Supervisor of Operations is provided with sufficient information related to the ongoing operations of the district
- Monitors snow limits and organizes removal schedules
- Ensures appropriate records are prepared and retained for all aspects of sites and facilities
- Performs all duties with a level of interpersonal skills appropriate to the position
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to ensure the timely resolution of general maintenance requirements (e.g. snow removal, mail delivery, equipment & furniture deliveries, temporary structures removal and set-up, etc.)
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

**QUALIFICATIONS:**

- Completion of Grade 12 (Dogwood Certificate)
- Six years of current relevant experience including 1 year supervisory experience
- Valid B.C. Trades Certification
- Locksmithing experience would be an asset
- Demonstrates a working knowledge of all trades and effective supervisory skills
- Working knowledge of computers
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5, B.C. Driver's License and an exemplary driving record as demonstrated by a current driver's abstract
- Physical capability to perform the job duties

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:

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CUPE Job Description Committee

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CUPE Job Description Committee

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Secretary Treasurer