

**ESQUIMALT POSITION DESCRIPTION****EFFECTIVE DATE: FEB 2017**

<b>Position Title:</b>	Technical Supervisor
<b>Department/Division/Section:</b>	Engineering and Public Works

**POSITION FUNCTION**

Reporting directly to the Public Works Manager:

- Assists the Manager in the scheduling of work required to meet both long and short term plans as well as urgent response requirements.
- Maintains administrative databases and maintenance program benchmarks.
- Plans and coordinates maintenance requirements for Municipal assets, capital projects, facility maintenance/repair contracts. Review lifecycle and maintenance management programs of linear, non-linear and mobile assets.
- Assists in reviewing and amending safety policies and procedures.

**KEY DUTIES**

Reviews and assists in identifying the appropriate distributions of labour, equipment, materials and supplies to work orders, general operations, and capital projects based on short and long term needs. Identifies maintenance program needs to meet long range asset management goals.

Consults with Buyer/Storekeeper to maintain adequate supplies of yard stock materials as well as purchase materials, supplies and services on a daily basis.

Conducts site and equipment inspections at various locations to review work progress and reports to Manager on requirements and effectiveness.

Coordinates and monitors facilities building and equipment preventive maintenance by planning technical improvements, repairs and major renovations to municipal buildings and other infrastructure.

Consults with staff, architects, engineers, contractors and suppliers.

Prepares letters, technical reports and project cost estimates.

Coordinates improvements through tendering or purchase order system.

Aids Manager and other supervisors in development of schedules and work plans.

Monitors work schedules and progress with staff, Manager, contractors and outside agencies.

Review and monitor Municipal facilities building actual maintenance standards.

Identifies and coordinates preventative maintenance requirements for various Municipal buildings and equipment; organizes seasonal repairs and installation of new mechanical and electrical equipment and building fixtures.

Provides recommendations regarding capital and maintenance program improvements.

Provides support and advice to staff in the development and monitoring of appropriate occupational health and safety procedures.

Administers and controls the implementation of annual building, construction, maintenance, cleaning and HVAC contracts.

Writes technical reports and tenders as required.

Communicates with staff, public, facility users, contractors, trades people and government regulatory agencies.

Perform related duties where qualified.

### **INDEPENDENCE**

Work is generated by maintenance requirements, repairs, and construction projects as assigned by Manager and/or Department Head.

Work is reviewed through discussion with Manager and/or Department Head.

Recommends to Manager major repairs, expenditures and renovations to buildings and equipment as necessary.

### **WORKING CONDITIONS**

**Physical Effort::** Light and some physical effort.

**Mental Effort:** Respond to multiple requests; deal with multiple projects. (frequent)

**Visual/Auditory Effort:** Normal [Click here to enter text.](#)

**Work Environment::** Primarily office and various municipal buildings but some outside work is required.

### **KEY SKILLS AND ABILITIES**

Good organizational, analytical and planning skills.

Communicate effectively both verbally and in writing.

Maintain accurate records and work budgets.

Analyze repair and maintenance needs for linear, non-linear and fleet assets and assist in developing appropriate solutions.

Establish and maintain effective working relationships with contractors, staff, tenants and others.

Knowledge of principles of asset management, facility and equipment maintenance and repair, and contract administration.

Use of personal computer, Microsoft Office, Microsoft Project Management and related office equipment and municipal software.

Research and estimate maintenance, project or repair costs.

Negotiate and recommend contracts.

Provide excellent customer service.

### **QUALIFICATIONS:**

#### **Formal Education, Training, and Occupational/Professional Certification**

High school graduation.

Two year diploma in relevant discipline or equivalent certifications.

Current Class 5 B.C. Driver's Licence.

Current W.H.M.I.S. Certificate

**Experience:** 3 to 5 years of directly related experience in Public Works maintenance and/or operations supervision. Including planning, budgeting, cost estimating and contract management or equivalent combination of experience/education.

### **OTHER**

Length of time to become familiar with job duties and responsibilities - 1 year.

**APPROVED**

**2017-02-17**