

POSITION: Deputy Maintenance Supervisor

REPORTING RELATIONSHIP: Reports to Maintenance Supervisor

PURPOSE OF POSITION:

- To maintain the building and property assets of the municipality in sound operating condition.

RESPONSIBILITIES:

1. Maintain the functionality of buildings and equipment owned by the Municipality.
2. Maintain the parks and grounds owned by the Municipality.
3. Assist with Supervision of maintenance personnel and contractors as required.
4. Assist the Supervisor to provide the Council with advice and recommendations concerning needed repairs and their associated cost during budget work.
5. Other duties as assigned by the Maintenance Supervisor.

WORKING CONDITIONS:

- 40-hour week. Exposure to the extremes of summer and winter weather is a regular part of the position, as are night and weekend work. Overtime is compensation at a rate of time and a half after 44 hours in one week. Overtime can be provided as time in lieu. Such overtime should occur only when warranted.

WORKING RELATIONSHIPS:

- With the Maintenance Supervisor - Receives guidance and direction.
- With The Public - Must be tactful in dealing with the public.

KNOWLEDGE AND SKILL:

- Asset management
- Maintenance and repair of small equipment (Riding lawnmower, small tools, etc.).
- Maintenance and repair of buildings.
- Must possess a valid driver's license (Class "G").

IMPACT OF ERROR:

- Poor repair/maintenance of buildings or equipment could result in increased long-term costs, personal injury and safety hazards.

CONTROL:

General supervision from Maintenance Supervisor.