

JOB DESCRIPTION

JOB TITLE	Lead Hand, Maintenance
JOB GROUP	CUPE 4222A
DEPARTMENT	Maintenance
SUPERVISOR	Maintenance Leader

POSITION SUMMARY

The Lead Hand, Maintenance contributes to the effective completion of maintenance functions within a work zone by assisting the Maintenance Leader with the coordination and scheduling of work, ordering materials, and conducting inspections. The Lead Hand is also responsible for completing maintenance duties in their specialty area, working within all government regulations to protect against injury, facility damage and school day losses.

DUTIES AND RESPONSIBILITIES

- Create, review, prioritize and assign work orders to maintenance staff.
- Provide operational advice to maintenance staff.
- Coordinate testing of water and equipment according to Ministry and Board expectations.
- Maintain inventory for materials and order as necessary.
- Coordinate and review completion of work by contractors.
- Complete inspection of portables according to Board protocols.
- Provide costing, time estimates and other information to school administrators regarding project completion.
- Respond to emergency issues and deploy staff or personnel as required.
- Complete the duties of the skilled trade held by the Lead Hand.
- Fulfil the duties of the Maintenance Leader in their absence.
- Operate a Board vehicle meeting all safety and maintenance guidelines.
- Ensure work is completed to Health & Safety, Fire Code or other regulations as required.

EDUCATION

Certificate of Qualification (skilled trade) and completion of a minimum of three courses (one of which is in Human Relations, Human Resource Management or equivalent) in a program leading to a one-year certificate as a Project Management or Maintenance Management Professional.

EXPERIENCE

Six years of work related experience which includes the time required to obtain a Certificate of Qualification.