

Group: CUPE

Title: Trades Supervisor

Dept.: Operations

Location: Nelson Operations

Position Description:

Plans, supervises, organizes, and coordinates the trades and maintenance operations. Directs projects and assigns resources for installation, maintenance, repair, and upgrading district facilities and equipment. Required to work with a high degree of independence on assigned projects. Works cooperatively with other district employees, students, and the public. Plans and coordinates projects and makes decisions independently.

Reports to:

Director of Operations or designate.

Direct Reports:

Maintenance Staff

Duties & Responsibilities:

- Supervises all aspects of tradespersons. Plans, schedules, and directs the work of staff, crew members and contractors. Ensures efficiency and productivity.
- Resolves work-related issues. Liaises with staff, clients, contractors, and regulatory agencies.
- Assists with hiring process. Trains new staff on department policies and procedures.
- Provides performance feedback and assists in evaluation of assigned staff.
- Assists with budget preparation and monitors expenditures.
- Establishes and maintains relationships with regulatory authorities.
- Read and interpret plans, drawings, specifications, and instructions relating to the building trades.
- Assists with preparing relevant safe work procedures and ensures compliance by crews and contractors.
- Follows safety rules and protocols, ensuring work site is safe and secure and vehicles and equipment are operating according to standards; proper use and safe handling of hazardous materials (WHMIS).
- Assists with updating processes and methods based on changing technology, practices, and equipment.

- Inspects work-in-progress. Upon completion, ensures compliance to specifications, plans and/or standards.
- Assists in the design, costing and scheduling of construction, maintenance, upgrade, and major infrastructure projects. Provides input on labour, contracting and materials needs.
- Maintains inventory of parts, supplies, and equipment including but not limited to ordering and receipt of job supplies.
- Reports on unsafe conditions. Assists with accident and injury investigations and reporting. Implements safety recommendations.
- Cleans, checks, and confirms operational safety of their vehicle.
- Ensures regular safety checks and maintenance of equipment and vehicles has been completed and documented.
- Ensures staff within each functional area perform all required operational checks.
- Updates processes and methods based on changing technology, practices, and equipment.
- Coordinates and responds to after-hours emergency call outs.
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The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned

Job Requirements: Minimum Qualifications

Education & Experience:

- Possess a valid BC Class 5 Driver's License with a clean driving record.
- Possess a Red seal Journeyman Certificate
- Two years related experience at the journeyman level plus two years' experience in a supervisory/lead hand capacity.
- A working knowledge of other trades systems as applicable.
- Training and demonstrated competence in the use of computers, word processing, spreadsheets, Teams (Microsoft Office Applications) and district software applications i.e. Web Help Desk, Smart Find Express.
- Safety certificates including but not limited to: First Aid, Fall Arrest, Confined Space, working at heights. These tickets must be current, or willing to obtain as training becomes available.

Skills & Knowledge & Abilities:

SKILLS:

- Required to perform multiple, non-technical tasks with a need to occasionally upgrade skills to meet changing job conditions.
- Specific skills required to perform the functions of the job include operating standard office equipment, and software applications, and preparing and maintaining accurate records.
- Very good verbal and written communication skills
- Exceptional organizing and time-management skills

- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.

KNOWLEDGE:

- Must have understanding and knowledge of safe working practices, board policies, and administrative procedures.
- Working knowledge of the building trades (i.e., carpentry, plumbing, painting, electrical, millwork, grounds, security systems, etc.) and custodial services required.
- General knowledge of the building codes, standards, safety regulations, maintenance, and custodial procedures.
- Knowledge of construction, building maintenance and custodial materials and equipment.

ABILITY

- Ability to communicate effectively with all stakeholders.
- Ability to maintain confidentiality.
- Ability to read and interpret plans, drawings, specifications, and instructions relating to the building trades.
- Ability to effectively manage and maintain composure in high stress environments.

RESPONSIBILITY

- Responsibilities include working under limited supervision using standardized practices and/or methods. Utilization of some resources from other work units may be required to perform the job's functions.
- Must always reflect professionalism and adhere to the district mission, vision and values as outlined in our strategic plan.

WORKING ENVIRONMENT

- Work is physically demanding and may involve sitting, walking, standing, stooping, reaching, lifting, moving furniture, and carrying equipment for extended periods of time in accordance with WorkSafeBC requirements.
- Work is primarily indoors in well-lit and heated buildings but will require outside work in all environments.
- There will be occasional unpleasant aspects owing to the nature of the work required.
- There will be extensive travel within the district throughout the calendar year driving in all types of weather.
- Must be able to work with minimal supervision.
- Work can be stressful as there are time pressures, unpleasant environments, interruptions, and emergency calls etc.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

KEY RELATIONSHIPS:

Good Working relationship with:

- School District 8 staff
- Vendors and Contractors
- Community Partners including PAC/DPAC

Next scheduled revision: Fall, 2029

Reviewed and Agreed: February 6, 2024

Reviewed: October 2012