

A. JOB IDENTIFICATION:

TITLE: PLANT OPERATIONS SUPERVISOR

DEPARTMENT: PLANT & MAINTENANCE

IMMEDIATE SUPERVISOR: MANAGER OF PLANT & MAINTENANCE

B. JOB SUMMARY:

Under the direction of the Manager of Plant and Maintenance, the Plant Operations Supervisor is responsible for the supervision of custodial staff to ensure the cleanliness of all sites through the evaluation of the quality of work and performance. Assist the Manager to lessen the workload with new construction, renovations, emergencies, Maintenance Staff, and in the absence of the Plant and Maintenance Supervisor. Also by providing the materials, supplies, equipment and services required to each site in order to maintain a dry, safe and clean environment for students and staff of the Catholic District School Board of Eastern Ontario.

The Plant Operations Supervisor is responsible for the supervision of casual and permanent staff, conduct inspections and implement health and safety plans, ensuring materials, supplies, Maintenance issues, equipment and contracted services are in place and general administration.

C. DUTIES AND RESPONSIBILITIES:

- Supervision of staff includes regular visits to schools to meet with the Principal to discuss any performance problem with custodial staff or to make changes to staff and areas to accommodate the needs of the school programs (increased or decreased enrolment).
- Address custodial interest and concerns with respect to the condition of the building and security.
- Arrange for overtime, call-ins, renovations and scheduling of special events as required.
- Motivate custodians and maintain a team atmosphere involving staff input.
- Develop training programs for both new and permanent staff.
- Provide necessary information and guidance with respect to Health and Safety regulations, WHIMIS, Long-Term Disability, Workers' Safety Insurance, Emergency Procedure, product and equipment information.
- Help in setting and achieving goals.
- Complete all required time sheets, vacation requests and overtime reports for approximately 50 permanent and 10 casual employees.
- Monitor absenteeism and implement functional abilities assessment as necessary (IAPA).
- Maintain a list of casual employees and look after the replacement of absent custodians.
- Complete employee performance appraisals once every five years; monitor performance of candidates in new positions and probationary performance.
- Administer discipline as specified in the collective agreement, when necessary.
- Assist with Interviewing, verify references, and hire new employees.
- Determine professional development requirements for staff and assist with achieving professional goals.
- Develop early return to work programs for injured or temporary medical problems of staff with information from the Functional Abilities Form.
- Contact employee's requiring special consideration for medical degenerative illness and ensure no impact shall create safety or performance issues for the individual in the workplace in conjunction with the H.R. Department.
- Inspections and Health Safety Plans; inspect and monitor equipment to ensure machines are kept in proper working order and where needed be serviced or placed on a replacement list for annual tendering of approved equipment budget.
- Establish a list of property improvements and capital projects for the replacement of floor tiles and carpets, replacement or repairs of drapes and vertical blinds, major painting projects, gymnasium floors and other projects as required.
- Investigate all custodial accidents and incidents.
- Ensure adherence to the Health and Safety Act, regulations, approved recommendations of the Health and Safety Committee and work with maintenance staff and Principals to find appropriate solutions to health and safety observations during monthly and annual inspections.
- Ensure that each school site is conforming to the WHIMIS regulations for all chemical products, storage, material safety data sheets, labeling and maintaining inventory.
- Provide and maintain in good operating condition, all safety equipment in the interior of the schools such as fire fighting equipment, science laboratory safety equipment, exhaust hoods, first aid kits, eye wash stations and

showers. The storage of dangerous chemical products, natural gas shut offs, intrusion alarm systems and emergency lighting in Western Region Schools.

- Implement new programs and ensure the efficient use of products.
- Inspect grounds, playground equipment, sidewalks and snow banks.
- Verify custodial manuals, Facility Inspection Logbooks, and electrical log to ensure custodians are entering the requested information for insurance purposes and to protect the Board of any liabilities in the CSS Logbook.
- Schedule and prepare quotations, which includes reviewing, revising and updating specifications for grass cutting, snow removal, disposal of non-hazardous waste, inspections, replacement or repair of drapes and verticals, and hazardous waste.
- Prepare summaries and award contracts.
- Meet with representatives of manufacturing companies to discuss and evaluate new products and equipment.
- Purchase of materials, supplies and equipment as required by the schools.
- Monitor and direct the work of the contracted services.
- Make the necessary arrangements for the repairs of equipment, intrusion alarms, fire equipment, and for the recycling services, pest control, disposal of hazardous waste, etc....
- General administration such as managing staffing formulas and allocation for custodial areas.
- Update Custodial Manuals and develop Facilities Inspection Manuals.
- Network with superintendents of education, principals, managers and supervisors and the employees of the Plant and Maintenance Department.
- Complete incident and accident reports as mandated by the Health and Safety Acts, WSIB and reports requested by the Human Resources Department.
- Complete data entry and time sheets, vacation schedules, sick leaves, etc...
- Complete consumption reports for custodial supplies.
- Monitor budgets for plant operations, snow removal, grass cutting and equipment.
- Assist in preparation of the Property Management Improvement Project Report.
- Assist in the preparation of Board and Ministry Reports prepared by the Manager of Plant & Maintenance.
- Ensure new additions and facilities are completed for occupancy and assist in meetings to achieve this goal.
- Provide information for Assess Management in the Western Region.
- Tender and awarding the contracts for grass cutting, snow removal, waste removal, custodial equipment and annual fire inspections for the Western Region.
- Perform other duties as assigned which are unplanned or of a transient nature and are consistent with the above job summary and duties.

D. QUALIFICATIONS:

- Two (2) year community college diploma in building management.
- Sound knowledge of the Building Code, the Fire Code, the Occupational Health and Safety Act, WSIB reporting, the Pesticide Act, Weed control Act, C.S.A. Standards, Daycare and Nurseries Act and have the ability to adhere to established Board policies and procedures.
- Ability to use the Boards Hazardous Material Data System, a building automation system, moisture meters, and humidity meters.
- Knowledge with respect to elevators and lifts, Lockout/Tagout procedures, Emergency preparedness, formulas for custodial factoring, storage of hazardous materials, MSDS labeling and inventory lists and septic systems.
- Extensive experience in supervising property and facilities maintenance is essential.
- Experience in creating various methods of ensuring effectiveness and streamlining of efficiencies of plant and maintenance operations while adhering to legislative requirements.
- Supervisory experience in dealing with custodial shift scheduling for initial placement as per Boards staffing requirements, and for casual and temporary replacements.
- Demonstrated ability to use personal computers and associated software, such as Microsoft Products, SDS Software and eWorks.
- Extensive driving required as well as availability for after hours emergency calls.

Incumbent Signature

Manager of Plant & Maintenance

January 2012