

Job Information

Job title	Technical Services Supervisor	Job Code: SUTECS	Pay Grade: O
Title of immediate supervisor	Manager of Facility Operations and Maintenance		
Department/Division	Engineering		
Prepared by	M. Sheehan		
Date Created	Aug 24, 2015	Revised date	Sept 13, 2018/March 2026

Job Purpose

Performs skilled and technical supervisory work pertaining to the operation and maintenance of a variety of equipment employed in municipal buildings. Oversees the maintenance of HVAC & refrigeration, plumbing, carpentry, electrical infrastructure as well as trade certified painting work. This will also include swimming pool filtering plants, heating plants, pumps, motors and air handling systems. Conducts or supervises repair work as necessary, including that required for buildings as well as equipment. Supervises and gives functional guidance to maintenance employees, who perform work in all Saanich owned facilities.

Duties and Responsibilities

- Plans, schedules, coordinates, and allocates work on a day-to-day basis for Technical Services staff.
- Performs and supervises day-to-day routine maintenance work and ensures Technical Services staff and contracted services carry out their prescribed duties.
- Ensures all facility maintenance and construction activities are code compliant and adhere to industry and corporate standards.
- Schedules staff, submits payroll and completes employee appraisal forms.
- Provides or assists in initial and on-the-job training of staff and facility orientations for Technical Services staff.
- Supervises the operations and maintenance of building systems, including interiors, exteriors, structural, HVAC, mechanical and electrical.
- Ensures regulatory compliance of critical infrastructure and all other building equipment; e.g. heating, lighting, and plumbing systems.
- Operates, troubleshoots, and maintains the reliable function of various building management systems, including DDC, CMMS, CCTV, Intrusion, Access Control, Lighting Control.
- Carries out routine building and equipment maintenance.
- Develops and maintains preventive maintenance program for equipment service and repair.
- Researches and develops alternative methods to repair building systems and equipment.
- Develops and maintains operational safety procedures to ensure safety standards are in place.
- Responds to customer service requests and enquiries as and when required.
- Assists in the preparation of annual operating and capital budgets.
- Prepares cost estimates for the replacement of equipment and supplies..
- Performs administrative duties such as purchase and inventory of equipment and supplies, writing of technical reports, and arranging contract services.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- Pool Operators I and II course.
- Certificate of Qualification and Certificate of Apprenticeship in a related trade.
- Five years of experience in physical plant maintenance including swimming pool, ice rinks including one year experience in a supervisory category.

- Proficiency with Microsoft Office Suite including word processing and spreadsheets.
- An equivalent combination of education and experience may be considered.
- Employment is subject to provision of a satisfactory Police Information Check (PIC) no older than 6 months.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

Working Conditions

Works in all types of adverse conditions. May require shift work.