

## SCHEDULE “A”

---

**Position Title:** *Building Maintenance Supervisor*

**Reports To:** *Executive Pastor*

**Location:** *Kennedy Road Tabernacle*

---

### Position Summary

---

The Building Maintenance Supervisor is responsible for overseeing general preventive maintenance and corrective repair of building, systems, equipment, and grounds. The role will also complete a broad range of activities, in a variety of areas such as electrical, mechanical, and plumbing, to ensure the building and its assets are maintained to exceptional standards.

### Position Responsibilities

---

- Manage all aspects of the facilities to ensure operations run smoothly and productivity is improved
- Create maintenance schedules and maintenance budgets and utilize external subcontractors or internal resources to complete work
- Conduct weekly facility walkthroughs to monitor and respond to safety, cleanliness, lighting, maintenance, and general repair issues
- Prepare documentation of walkthrough results and follow up for remediation
- Diagnose repair and maintenance issues and perform preventative maintenance and repairs with plumbing, light fixtures, equipment, small painting jobs, etc.
- Respond to system and equipment failures and perform timely repairs
- Source external contractors through negotiation of terms, quote the service work, and manage the contractor relationship
- Coordinate with subcontractors to complete complex maintenance and repairs and oversee their work to ensure compliance
- Responsible for proper inventory of equipment, materials, supplies and requisition
- Use a variety of hand and power tools, electric meters, and material handling equipment to complete maintenance and repair functions
- Maintain strong knowledge of fire alarm system, cameras, power generator, HVAC systems, and facilities structures
- Oversee operation of building’s emergency systems and perform regular fire alarm drills, and security checks
- Ensure all facilities are up to code and compliant with relevant legislations
- Perform regular property inspections of common areas, building exteriors, landscape, and company vehicles and document results of same
- Operate grounds-keeping power equipment (e.g., snow blower, tractor, grass cutter, and trimmer) to maintain external property
- Complete indoor and outdoor work throughout the year, including rooftop work, as required
- Ensure safety of all internal and external building areas free from real or potential hazards and perform regular safety checks

- Ensure appropriate documentation of Fire and Health & Safety inspections and appropriate maintenance and service intervals for all property and maintenance related assets
- Ensure full compliance with applicable regulations including but not limited to Fire Regulations, Accessibility, Municipal By-Laws, etc.
- Train other members of the maintenance team
- Liaise with The Heritage maintenance/property management as required
- Perform other duties as deemed necessary to ensure the safety of staff and guests
- Train internal and external workers on company policies and safety procedures in order to comply with safety regulations and maintain clean and orderly work areas

\* All other duties as assigned

## **Relationships**

---

### **Internally**

- Executive Pastor
- Maintenance/Cleaning Staff
- The Heritage Building Administrator
- Kiddies Kollege Administrator

### **Externally**

- Subcontractors
- Vendors
- Suppliers

## **Work Environment**

---

- Moderate pressure in the role
- Steady pace of work
- Moderate to high autonomy in the role
- High support from others

## **Position Outcomes/Objectives and Standards of Performance**

---

- 1. Perform preventative maintenance and repairs on building, systems, equipment, school grounds, etc.**

*Perform ongoing maintenance and repairs to reduce any downtime or challenges with access to building, equipment, systems, etc.*

- 2. Maintain clean and safe environment and working conditions.**

*Work in a healthy and safe manner and holds others accountable. Consistently look for opportunities to keep property clean. Uphold the health & safety standards of the organization.*

**3. Demonstrate behaviors aligned with the organization's values.**

*Feedback from Manager, team members, and congregation confirms that the individual consistently demonstrates actions aligned with Kennedy Road Tabernacle's values.*

**Qualifications & Skills**

---

- High school diploma or completion of a craft apprenticeship or an equivalent is an asset
- Post-Secondary education is an asset
- 3 to 5 years of work experience in building maintenance is required
- Lead a disciplined lifestyle, consistent with KRT's statement of faith
- Strong understanding of electrical, mechanical, security systems, construction processes
- Advanced knowledge of local, provincial, and federal electrical, building, construction, and fire codes
- Computer literacy (Microsoft Office Suite, Power point, Excel)
- Ability to perform general maintenance and repair work
- Ability to perform routine to complex repairs, e.g., caulking, drywall, plumbing, electrical including replacing light fixtures, roofing, HVAC/mechanical
- Ability to comprehend and clearly communicate detailed instructions orally and in writing
- First Aid skills or certificate are considered an asset
- Proactive and highly self-motivated, able to work independently and lead a team
- Basic managerial skills (planning, organizing)
- Collaborative team player
- Strong communication and problem-solving skills
- Detail oriented with organizational, time management, and project management skills
- Ability to manage and complete multiple tasks under aggressive timelines
- Physical ability to lift to 50 lbs.