

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **SAFETY AND FACILITIES MAINTENANCE SUPERVISOR**

##### **RESPONSIBILITIES and DUTIES**

Reporting to the Director of Transportation and Building Maintenance the Safety and Facilities Supervisor will be responsible for duties that include but not limited to:

#### **1.0 All Workplace Safety and Health Programs in the School Division:**

##### **1.1 Safe Work Procedures (SWP)**

- perform, document and periodically update safety audits of all facilities
- review, develop, update and maintain Safe Work Procedure documents
- provide for training of all staff in safe work procedures
- ensure employee compliance with Safe Work Procedures

##### **1.2 Workplace Safety and Health Committee and Representatives**

- train WSH committee and representatives on their roles and responsibilities
- attend WSH committee meetings
- review and/or investigate all accidents occurring within the school division
- recommend preventative measures to reduce the incidence of accidents
- develop and manage a Return to Work program

##### **1.3 Workplace Hazardous Materials Information System**

- manage Workplace Hazardous Material Information System (WHMIS) and Material Safety Data Sheets (MSDS) for all facilities which include but not limited to science labs, vocational, industrial arts and maintenance facilities
- ensure all staff are trained and maintain training intervals as required
- document and maintain records of all training provided
- provide training on the use of the Wellnet Solutions software to all staff
- monitor and ensure employees are staying current with training requirements
- communicate with provincial WSH authorities and the Manitoba School Boards Association (MSBA) risk manager

##### **1.4 General Requirements**

- remain current on new legislation pertaining to WSH
- review and update all school division policies and procedures pertaining to safety and health
- review and ensure Emergency Preparedness plans are current for each facility
- perform administrative tasks and ensure records and documents are complete
- ensure all safety related documentation is secure

- ensure only school division authorized products are kept at the facilities
- ensure safety equipment is in good operating condition and scheduled inspections of the equipment are complete
- other related duties as assigned

1.0 **Supervision of Maintenance Staff:**

2.1 **Maintenance Staff Support**

- train maintenance staff on efficient use of available resources
- evaluate the cleaning program at each site
- recommend changes to the cleaning program where necessary
- assist in development and implementation of necessary changes to the cleaning program
- evaluate the maintenance program at each site
- assist in the development and/or revision of the maintenance program
- ensure the maintenance program is being completed on schedule
- train staff on the proper use of equipment and materials

2.2 **Facilities Maintenance**

- recommend the use of alternate cleaning or maintenance products where necessary
- assist in the development and maintenance of a facility data base and maintenance equipment inventory at each site
- perform annual audits of maintenance equipment and supplies
- ensure staff compliance with all maintenance reporting requirements
- assist in the review, development and implementation of maintenance schedules
- report building deficiencies to the Director of Transportation and Building Maintenance
- monitor building DDC systems
- assist with review, development and implementation of energy management strategies
- monitor building projects as assigned
- other related duties as assigned