

BUILDING SERVICES SUPERVISOR**NATURE OF WORK**

This is skilled work at a supervisory level in the construction and repair of wooden equipment and installations, and in the general maintenance and repair of buildings, structure, equipment and facilities. Work is performed at various locations on property under University cognizance.

Work involves participating in the performance of skilled carpentry tasks in accordance with standard trade practices and in directing the work of skilled carpenters in the performance of a variety of maintenance and repair tasks to buildings, structures, equipment and facilities. Work also involves participating in the maintenance of the shop inventory, obtaining price quotes and information from suppliers, and preparing job estimates for departments. General assignments are performed independently under the direction of the Building Maintenance Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises the work of assigned maintenance carpenters; allocates priorities and assigns work to maintenance carpenters in accordance with oral and written instructions; distributes materials from inventory; inspects buildings, equipment and facilities to ensure that performance is of an acceptable standard.

Assists the Building Maintenance Foreman in the administration and supervision of the work shop; participates in the maintenance of the shop inventory; obtains price quotes and information and recommends suppliers.

Participates in official employee performance evaluation.

Ensures adherence to safety standards and promotes safety among the workers.

Performs a variety of carpentry work including constructing, finishing and repairing cabinets, furniture, shelves, tables, bulletin boards and partitions; constructs outdoor structures such as platforms, retaining walls, floating docks and benches; prepares job estimates upon request; performs other carpentry work as work load permits.

Installs, repairs and maintains doors and frames; installs panic hardware and door closers; participates in the installation of deadbolts and door locks.

Cuts and installs and/or replaces glass; repairs window frames and sashes.

Completes attendance reports and time sheets; maintains records related to issue of clothing and tools; updates overtime and callback lists.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in performing carpentry work, including experience in performing varied building maintenance tasks; graduation from high school supplemented by successful completion of courses in carpentry from an institution of technology or trades school; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Considerable knowledge of the standard methods, materials, tools and practices of the carpentry trade.

Considerable knowledge of the methods, practices, tools and materials used in general maintenance and repair work.

Considerable knowledge of the occupational hazards and safety precautions in general maintenance and repair work.

Knowledge of standard and emergency purchasing procedures.

Knowledge of sources of information on new developments and procedures.

Ability to plan, schedule, and direct the work of others.

Ability to perform carpentry and maintenance tasks and to interpret and work from rough sketches and layouts.

Ability to instruct new employees.

Ability to inspect work done by contractors to ensure that performance is of an acceptable standard.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with faculty and staff.

Skill in the use and care of tools and equipment used in carpentry and building maintenance and repair work.

Possession of a valid carpentry certificate issued by the Province of Newfoundland and Labrador.

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