

Public (when completed)

Common Government

New

Ministry

Infrastructure

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Building Superintendent

Requested Class

Technologies 3

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Division Branch/Unit / Property Management / Calgary

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Facilities Coordinator, the Building Superintendent is responsible for the day-to-day operations and maintenance of the Royal Tyrrell Museum and a number of Government of Alberta buildings within Drumheller, Hanna, Oyen and Coronation area. Services are completed through a combination of in-house staff and outsourced service contracts. The Building Superintendent directs and monitors staff and contractors to ensure the safe and efficient operation of the facility. This includes caretaking, maintenance, landscaping, snow removal.

Developing and maintaining positive relationships with clients / tenants is a key requirement of the job. The position ensures that the facilities are maintained within established standards, applicable codes and regulations and services delivered in a cost effective manner.

Responsibilities

Job outcomes 4-6 core results, and for each outcome, 4-6 core ongoing activities:

1. The position is responsible for ensuring the safe, effective and efficient facility maintenance and operations to preserve property values and to meet client requirements.

Activities:

- Working with the Facilities Coordinator, schedules and organizes activities of in-house and contracted trades, maintenance, caretaking and grounds workers to ensure that day-to-day maintenance and operations requirements are met.
- Monitors, operates, maintains, assesses building systems and equipment and general appearance to identify problems. Ensure work is being done to standards and plan for future needs.
- Plans, organizes and implements preventative maintenance program.
- Performs emergency maintenance/operations tasks to meet immediate needs or to resolve problems.
- Provides assistance to in-house and contracted staff to complete large or complex tasks.
- Completes annual building condition reports and assists in the facility evaluation process. Uses this information to update the department project planning program.
- Provides 24-hour response to security and mechanical failure alarms.
- Performs, maintains and logs water treatment records for building.
- Maintains security systems unique to a correctional facility such as electronic door controls, CCTV systems and intercom systems.

2. Directs supervision of maintenance staff. Utilizes sound supervisory practices, consistent with HR Policies and the Collective Agreement.

Activities:

- Monitors workloads, standards and organizes staff activities to ensure smooth, balanced and effective work flow and productivity.
- Monitors and evaluates work performance, standards and provide coaching and training for maintenance staff.
- Effectively deals with employee related issues.
- Provides individual performance feedback. Fosters opportunities for staff development through training, coaching and mentoring.
- Conducts monthly safety meetings with staff.
- Identifies staffing requirements and interviews for permanent positions.

3. Manages all contracted services, ensuring work is done under contract terms /conditions and government funds are utilized in the most effective manner.

Activities:

- Develops contract specifications for standard minor works projects.
- Approves the use of cash allowance based on the extra needs of the contract.
- Assists in the development of service contracts. Develops scope of work, performs prequalification interviews, recommends qualified contractors, and estimated dollar value.
- Monitors and inspects contractor work. Ensures OH&S regulations are being followed and resolves deficiencies.

4. Develops and maintains positive client relationships that are responsive to client needs, addresses specific concerns and coordinates activities.

Activities:

- Meets with clients and stakeholders on a regular basis, solicits feedback on the level of service being provided.
- Ensures all client requests are addressed and resolved within a reasonable time frame. Maintains relationships with clients and user groups that are built on customer service.
- Initiates appropriate activity to complete more complex requests.

Problem Solving

Typical problems solved:

-Planning and organizing of trade related work is a significant responsibility of this position. A constantly changing environment requires creative flexibility to develop effective service delivery

methods.

- Building maintenance issues which require technical knowledge.
- Client issues which require interpersonal skills.

Types of guidance available for problem solving:

- Facilities Coordinator (supervisor) is the point for guidance.
- Position has access to the Facilities Manager who provides guidance as well as interpretation on complex matters.

Direct or indirect impacts of decisions:

- Direct impacts to facility and clients.

Key Relationships

Major stakeholders and purpose of interactions:

Arts, Culture and Status of Women. Ensure program can be delivered. Meet with stakeholders on a regular basis, solicits feedback on the level of service being provided.

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Diploma (2 year)

Engineering

If other, specify:

5th Class Plant Operation or Trade Certification

Job-specific experience, technical competencies, certification and/or training:

- Knowledge of government plans, goals, strategies and priorities.
- Knowledge of human resource policies and procedures
- Knowledge of building systems, (BMCS and HVAC) equipment and grounds maintenance
- Supervisory skills and abilities
- Well developed organizational skills
- Awareness of practices and policies in provincial courthouses and museums
- Knowledge of caretaking practices
- Understanding contract management
- Computer skills including Microsoft Outlook, Windows, Excel and Word
- WHMIS and First Aid Certification

This position requires a broad knowledge of maintenance practices, building management control systems, heating, ventilation and air conditioning. Position is responsible for the day-to-day operation of the facilities. Interpersonal skills to oversee and coordinate service contractor work.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice 	Position is expected to deal with most issues independently and is provided clear objectives and guidelines.

Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>to address problems</p> <p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct reports 	<p>Stays current on a broad range of topics, new approaches and/or technologies by reading, training. Also learns through experience and working with others.</p>
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Seeks to understand broader goals and objectives of the ministries and work area. Works with others to achieve business plans, goals and priorities.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

124TN02

125TN06