

Job Posting

POSITION: Maintenance Supervisor

REPORTS TO: Operations Manager

DETAILS: Full time permanent with benefits

SUMMARY: Under the direction of the Operations Manager, the Maintenance Supervisor is responsible for of the maintenance needs of the buildings and the general site of the Britannia Mine Museum. The Maintenance Supervisor plays a crucial role in ensuring the growth and success of the Museum by applying procedures which ensure the long-term reliability of the site and its components.

CORE DUTIES:

- Research, plan, and implement maintenance procedures and projects
- Supervise the Maintenance staff by providing guidance, evaluation, and discipline
- Perform regular maintenance duties
- Collaborate with other Museum staff to ensure site safety and cleanliness is maintained
- Assist the Operations Manager with capital projects
- Develop positive relationship with local vendors and contractors

EXPECTATIONS:

- Ensure compliance with safety standards set out by the BC Mines Act, WorkSafe BC, and WHMIS
- Implement and control corporate governance and regulatory compliance procedures within the Museum as directed by the Operations Manager
- Make recommendations for changes to policy or procedures which will improve Museum operations
- Actively contribute to, provide support for, and to liaise with all departments to ensure that the goals and mission of the Museum are met successfully
- This role ensures that the strategies and goals of the organization as laid out by the Board of Directors are implemented

RESPONSIBILITIES:

- Function as Museum Shiftboss and First Aid Attendant while on site (training provided)
- Perform and supervise maintenance tasks on Museum assets: historical buildings and machinery, modern buildings and systems, site utilities infrastructure, and other site components, both inside and in the outdoors
- Provide guidance to Maintenance staff on a variety of subjects:
 - Industry best practices
 - Safe operating procedures for various power tools and assets
 - Daily work output expectations
 - Scheduling
- Monitor and evaluate Maintenance staff as directed by the Operations Manager
- Provide and coordinate department-related training for new staff including those in other departments
- Prioritize maintenance requirements
- Identify assets for inclusion in the maintenance program
- Collaborate with the Operations Manager to implement and maintain the Museum's preventative maintenance program
- Respond to Maintenance calls from Museum staff in a timely manner
- Play a lead role in planning and executing select capital improvement projects
- Coordinate all janitorial work including contractor communication
- Coordinate activities with vendors and contractors to ensure fiscal responsibility is maintained
- Use power and hand tools in a safe manner
- Operate the skid-steer machine safely and efficiently
- Cooperate with the Museum's Safety Committee
- Lead the yearly review of the Safe Work Procedures for the Maintenance department
- Ensure stores of department consumables are kept filled as required
- Assist the Operations Manager with the hiring of new Maintenance staff
- Provide fill-in coverage for custodial crew as required
- Other related duties as assigned

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Minimum 5 years experience in a similar role
- Certificate or other designation in Building Maintenance a strong asset
- Minimum first aid OFA level 1
- Class 5 driver's license
- Experience with skid-steer or equivalent operation
- Experience with not-for-profit organizations is an asset
- Able to lift 65lbs

SKILLS AND ATTRIBUTES:

- Highly organized; able to keep multiple projects moving forward simultaneously
- Goal oriented; with a proven ability to meet and exceed standards laid out by Management
- Adaptive and creative; a willingness to learn and utilize new and innovative techniques and technology to achieve objectives within tight budget limits
- Well developed people management skills; a demonstrated ability to guide and mentor staff
- Exceptional verbal communication skills; a proven ability to train, coach, and inspire employees
- Excellent written communication skills; able to produce useful reports to inform and assist the Operations Manager in strategic decision making
- Good computer skills; able to use Word, Outlook, and Excel to produce reports and emails
- Good research skills
- To have a basic understanding of budget and budget controls

HOW TO APPLY:

Send your detailed resume and cover letter to Deron Johnston at djohnston@bcm.ca. All qualified applicants will be considered for employment.