



IDENTIFICATION

Department	Position Title	
Infrastructure	Supervisor, Maintenance Facility	
Position Number(s)	Community	Division/Region(s)
33-14897	Hay River	Highways/South Slave

PURPOSE OF THE POSITION

The Supervisor, Maintenance Facility plans, manages and provides supervision to the Hay River mechanical facility and is responsible for ensuring mobile equipment and vehicles are maintained, repaired and reconditioned in a cost effective, timely, efficient and dependable manner in accordance with manufacturer specifications, departmental policy and procedures, Highway Standards, Airport Standards and all recommended industry practices and general safety regulations.

SCOPE

Reporting to the Regional Manager, Highway Operations – South Slave, the incumbent provides supervision for the mobile equipment maintenance facility located in Hay River. The facility provides mechanical repair, maintenance and procurement for the South Slave Region highways and airport operation and maintenance.

The facility also accommodates the highway maintenance group that consists of one Highway Maintenance Supervisor and six Highway Maintenance Operators and associated equipment.

In addition to meeting the operational and maintenance needs of the South Slave Region, the facility provides mechanical and procurement services to other regions, as required.

RESPONSIBILITIES

- 1. Supervise the timely, safe, efficient and orderly manner of repairing, rebuilding and routine maintenance of equipment by:**

- Supervising and coordinating repair and maintenance activities, reviewing workload and priorities on ongoing basis, and making recommendations to the Regional Manager, Highway Operations for changes as necessary.
- Supervising the operation of facility tool crib by establishing procedures, rules, operating parameters and ensuring adherence.
- Providing interface between the mechanical and field operations staff to resolve problems affecting the mechanical condition of equipment.
- Reviewing and/or entering work orders into Web Work Computerized Maintenance Management System (CMMS), for maintenance and repair activities carried out by maintenance shop ensuring completeness, accuracy and compliance to established procedures, standards, guidelines and policies.
- Ensuring work orders created in Web Work are completed in a timely and efficient basis to allow for on-going evaluation of equipment condition.
- Ensuring the availability of information required through support of Web Work for cost effective fleet management and compliance of required data entry of maintenance activities.
- Reviewing Web Work reports to ensure equipment maintenance and shop operation is being controlled in a cost effective, efficient and productive level.
- Providing training, direction and expertise in Web Work, computerized maintenance and management (and inventory) system.
- Maintaining inventory stock by purchasing parts and materials through available contracting procedures, standing offers and tendering of bulk and individual purchase orders.
- Receiving, checking, certifying and approving for payment vendor invoices associated with the supply of goods and materials.
- Initiating and completing bulk purchases and coordinating standing offer agreements (SOA) with the participation of Procurement Shared Services.
- Reviewing previous year's material usage and determining needs and estimated quantities for bulk purchase and standing offer agreements.
- Spot checking the inventory periodically to detect error(s) and taking corrective action.
- Evaluating staff performance, preparing training and performance development plans, and following the terms of employment (Code of Conduct, Union of Northern Workers (UNW) agreement, progressive discipline) to promote acceptable workplace behavior.

2. Assist in administering mobile equipment inventory and surplus/disposal by:

- Identifying mobile equipment and other assets which are no longer operational, or are surplus to the Region's needs, and identifying mobile equipment which needs replacement.
- Providing inspection and condition reports and replacement justification.
- Identifying units that can be replaced by redeployment from within the fleet or from other available fleet inventory.
- Inspecting and receiving delivery of new equipment.

3. Ensure compliance of established safety procedures; promote and motivate the working group towards a safety first attitude that aligns with the goal of an accident free workplace by:

- Monitoring the work performance of new employees to ensure they have a sufficient knowledge of work procedures to be safe and injury free.
- Monitoring work activities to ensure proper methods are adhered to and that proper safety processes are in place.
- Orienting and training new employees to ensure all GNWT workplace policies are followed and acceptable behavior and practices are known.
- Holding regular monthly safety meetings and daily toolbox meetings with the staff to continually promote a safe work environment and correct safety deficiencies.
- Instructing and supervising staff in the proper safety work procedures set out by the department and ensure that employees are trained on the safe operation/use of new equipment and materials to achieve the ultimate goal of no lost time accidents and no property damage loss.
- Managing the responsibility for all documentation required by administration of the Safety Program; this is a large component of the program focusing on safety loss and control.
- Managing and reporting on stressful unplanned emergency events such as workplace accidents.

4. Provide technical support in other areas by:

- Investigating accidents or damage to equipment and completing full reports.
- Training, supervising and certifying apprentices.
- Assisting with the development and implementation of safety programs.
- Identifying training needs and arranging suitable and relevant courses for mechanics, welders and other staff.
- Recommending parts and materials that should be stocked at the facility.
- Keeping abreast of new technical developments in the industry.

WORKING CONDITIONS

Physical Demands

Physical effort is minimal and the incumbent spends the majority of time in an office environment with occasional inspections performed outside of the office. As well, the job holder will perform equipment repairs that involve walking, heavy lifting, crawling under/over and around equipment, on an infrequent basis.

Environmental Conditions

Repair work is generally performed within a heated and ventilated workshop, though there will be some requirement to conduct these duties in the field, outdoors, and in extreme summer/winter conditions. The incumbent works near, and/or is exposed to fumes, fuels, oils, lubricants, and other solvents.

Sensory Demands

Work requires the use of a personal computer and hand tools which can cause eyestrain and strain to wrists, hands, neck and back.

Mental Demands

Short periods of high mental effort and concentration may be required to deal with challenging staff discipline, labour relation issues and other management issues.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the theories and principles of heavy equipment and vehicle operation, preventative and ongoing maintenance, rehabilitation and repair.
- Knowledge of the concepts of inventory management and materials handling technology.
- Teaching, coaching, mentoring, supervisory, and communication skills required to train and certify apprentices.
- Academic skills to administer facility, prepare reports, analyze data, implement and maintain Web Work CMMS, and understand the management of budgets.
- Strong working knowledge of Human Resources policy and procedures including staffing, labour relations, benefits, payroll and conflict resolution.
- General knowledge and understanding of the human resource requirements associated with supervising and managing staff in an industrial environment.
- Ability to communicate effectively, both verbally and written, at a supervisory and management level.
- Knowledge of safety issues and proper work procedures for ensuring a safe work environment in an industrial environment.

Typically, the above qualifications would be attained by:

Journeyman Heavy Duty Mechanic or Industrial Warehouseman or Technician certification or diploma from a recognized institution along with 5 years of directly related experience, OR other combinations of training, education and experiences in mobile equipment Maintenance or similar field may be considered.

Minimum requirement of Class 3 driver's license with air endorsement to test and drive equipment as required.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applies)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred