

COORDINATOR OF EQUIPMENT SERVICES (C-2)

The incumbent (coordinator of equipment services) performs the collective attributions of the senior staff described before, in the following fields of activities:

- household and specialized maintenance, curative and preventive, of the buildings, fields, systems and equipments carried out by either the college staff or external firms;
- power management;
- damage insurance;
- security, especially, the guarding, signalization, emergency equipments, prevention of fire, thefts and accidents, evacuation plan of the buildings, emergency response plan;
- purchasing, reception and control of merchandises, inventories, disposition of the surplus of property and the operation of the stores;
- projects and construction work, expansion, premises and buildings' alteration and setting up of new equipments, management of documents pertaining to the buildings and equipments: drawings, specifications, contracts, shop drawings, etc.;
- reprography, mail, messaging, telephony, reception and parking area.