

GENERAL MAINTENANCE FOREMAN (CO-3)

The incumbents performs the collective attributions of the level II senior staff described before, in the fields of activities related to the carrying out of maintenance programs of the college's buildings and equipments and including the management of a maintenance team composed mainly of workers qualified for:

- specialized physical maintenance, curative and preventive;
- non-specialized physical maintenance, curative and preventive;

Moreover and in particular, he:

- anticipates on a daily, weekly, monthly and annual basis, the job packages required for the specialized maintenance of the buildings and equipments and establishes the work schedule of his personnel;
- receives and distributes works orders; controls the carrying out of the work and specifically the quality of the work;
- chooses the janitorial supplies, maintains their inventory and controls their distribution.

If applicable, he:

- controls the quality of the work performed by outside firms.