

MAINTENANCE SUPERINTENDENT (R-4)

The incumbents performs the collective attributions of the level I senior staff described before, in one or several of 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 outside firms;
- power management;
- security, especially, the guarding, signalization, emergency equipments, prevention of fire, thefts and accidents, evacuation plan of the buildings, emergency response plan;
- 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.;

Moreover and in particular, he:

- prepares and updates different specifications of preventive, specialized and household maintenance relating to, in particular, the mechanical, the electrical and signalisation systems, the instrumentation, the equipment, the furniture, the buildings and the fields;
- plans maintenance, repairs, and equipment replacement schedules;
- assesses the feasibility and the costs of different projects for the preparation of standardized annual and special investment budgets;
- receives, analyses and assesses (cost and duration) work requisitions in maintenance, repairs and development coming from administrative departments and units;
- assists in the description of the characteristics of the projects to be submitted to the architects and engineers;
- writes plans and specifications of bid solicitations for work to be conducted by consultants and outside firms;
- proceeds, in some cases identified by his immediate manager, to quotation requests or to bid solicitations and negotiates with the outside contractor for the prosecution of work;
- carries out the regular inspections of the status of the work performed by outside firms and takes part in the final acceptance of the work;
- manages the documentary management part which is concerned with the plans, specifications, shop drawings and technical documentation related to the buildings, equipments and fields.

If applicable, he:

- supervises the carrying out by the franchisee of the cafeteria service contract;
- conducts and controls the operations of the following services: parking, mail, telephony;
- participates to the meetings of the power management committee.