

SPECIALIZED MAINTENANCE FOREMAN (CO-2)

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;
- power management;
- electrical and mechanical maintenance of equipment, 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;
- approves material purchase requisitions;
- sets up and inventory of the pieces and material and keeps a register;
- receives, analyses and distributes works orders requiring the intervention of skilled labourers; controls the carrying out of the work and specifically the quality of the work;
- supervises and controls the quality of the specialized work conducted by outside firms especially in refrigeration, in automation's control, in maintenance, in elevator repairs;
- applies the dispositions of different codes and laws related to building and security.