JOB DESCRIPTION

POSITION: Maintenance Supervisor

LOCATION: Horse Racing New Brunswick, Saint John, NB

STATUS: Part Time-Contract Basis

DATE FOR OFFER: February 14, 2009

GENERAL RESPONSIBILITIES:

- Plans, organizes, supervises and coordinates the cleaning and maintenance of Horse Racing New Brunswick grounds and facilities and performs other related work as required.
- Communication with staff, horsemen, horsemen groups and Industry representatives.
- Understanding and delivery of issues with respect to governance.
- Communicate and update Director of Operations as to the state of affairs of the grounds and facilities.
- Oversees a full range of maintenance duties;
- Under the direction of the Director of Racing.

ESSENTIAL SKILLS:

- Manage multiple tasks.
- Able to communicate effectively: both written and verbally.
    - Communicate and work with staff with attention to detail and immediate follow up.
    - Communicate and work with horsemen with attention to detail and immediate follow up.
- Understanding of horse racing, various industry branches and programs offered.

NOTE:
The following programs/events/projects identify the main responsibilities of the said employee. The identified staff person is responsible to lead the program/event/project to its predetermined goals.

As work at Horse Racing New Brunswick is primarily team based, individuals constantly support one another in all programs/events/projects beyond the employee's main area of responsibility.

MAIN RESPONSIBILITIES:

- Relationship with various industry groups and personnel;
- Ensures the cleaning and maintenance of the interior and exterior of Horse Racing New Brunswick facilities and grounds;
- Ensures during periods of non-racing, live or simulcast, complete cleansing of facilities must be performed (ie. Washrooms cleaned and stocked, floors, windows tables & chairs cleaned, etc.);
- Perform equipment checks on a daily basis;
- Ensure that grounds are properly maintained and appealing to the public eye.
- Plans, organizes, assigns, supervises, inspects and evaluates the work of subordinate maintenance employees and contract custodial agencies;
- Trains maintenance staff in appropriate methods to perform maintenance duties in a safe, efficient manner, and ensures that staff follow the correct procedures;
- Inspects interior and exterior of buildings and facilities for appearance, cleanliness, and sanitary conditions;
- Recommends the acquisition of supplies and equipment and ensures that they are available as needed when approved and obtained;
- Checks equipment for safety, and instructs personnel in the safe and proper use of maintenance equipment;
- Ensures that the equipment is properly maintained, replaced, and available as needed;
- Works flexible hours in order to oversee both day and night shifts;
- May be required to perform manual labour and semi-skilled work in the maintenance of Horse Racing New Brunswick building facilities and grounds which include but are not limited to construction and repair of electrical, mechanical, masonry, carpentry; etc. as skilled to perform;
- The coordination and preventive maintenance of Horse Racing New Brunswick vehicles and equipment;
- Maintain machinery, equipment and tools by cleaning, lubricating, greasing, oiling to ensure optimum working order;

- Ensures the application of paint, varnish, and stain to all types of surfaces in order to protect and beautify surfaces using appropriate tools and equipment;
- Ensures the maintenance and execution of routine structural repairs;
- Ensures/Maintains buildings and related structures applying carpentry techniques and using carpentry tools to construct, alter, repair and/or install walls, stairs, floors, ceilings, windows, doors, roofs, gutters, locks, etc.;
- Keeps buildings in clean and orderly condition by performing a combination of activities including cleaning assigned areas;
- Ensures waste receptacles are empty and refuse/debris is disposed of;
- Performs related duties such as loading and unloading equipment and supplies from vehicles;
- Ensures outside duties such as washing windows, sweeping walks, blowing, plowing and shovelling snow, and picking up trash;
- Oversees and ensures track maintenance is conducted as required in a timely fashion.
- Ensures staff patches and paints walls. Sweeps exterior walkways, waters landscape, plants flowers, weeds and mows lawns, and performs snow removal of driveways and walkways;
- Performs related duties as assigned.