

Building Supervisor

The Alexander von Humboldt (AvH) German International School Montreal is a multilingual— German, French and English—private, co-educational school serving students from preschool to grade 12. AvH belongs to a global network of 140 German schools abroad.

At AvH, experienced teaching staff, varied classroom methodology, extracurricular programs and modern facilities ensure a high quality of education.

Our Building Supervisor is retiring, and we are looking for his replacement. Reporting to the Business Manager, the incumbent is responsible for the operation and maintenance of the school's building, equipment, and grounds under her/his supervision. The incumbent also manages construction and renovation projects.

If you have proven experience in building maintenance and operations, if you are a proactive and effective team player, and if you enjoy working in multilingual, multicultural environments, then this job is for you!

Position Summary

The Building Supervisor is responsible for coordinating, overseeing and personally performing a variety of installation, maintenance, repairs, and other activities related to the school building and school property. She/He also assists in installing, maintaining, and updating computer hardware, software, and networks.

Main responsibilities

Maintenance and Repair Operations

- Inspects grounds, building, and equipment (including playground and sports equipment), noting need for repair and replacements and reports accordingly to the Business Manager
- Supervises and participates in preventive maintenance
- Regularly inspects and performs general repairs to building (e.g., masonry, woodwork, painting, furnishings, etc.)
- Responsible for maintenance and repair of utility systems (plumbing, alarm system, electrical wiring and controls, HVAC systems, sump pumps, compressors, etc.)
- Supervises workers hired to install, service and repair mechanical equipment
- Inspects completed work for conformance with standards
- Maintains and updates contact list of contractors, repairmen and suppliers
- Regularly checks and updates maintenance contracts
- Enforces building and general safety and fire regulations, bearing in mind the characteristics of a school environment and the safety of students and all other persons present in the building
- Assists in establishing emergency procedures

IT Environment

- Maintains and installs technical equipment (e.g., smart boards, IT equipment, etc.)
- Assists in installing and updating computer hardware, software and networks, solves minor problems, and fixes bugs

General Construction

- Coordinate construction projects from start to finish
- Lead the service providers, and/or suppliers' selection process (requests quotes, verifies prices, etc.)

Organization and Liaison

- Requests quotes for repair/installation/inspection of technical building equipment and verifies prices
- Organizes and liaises with subcontractors engaged in ground maintenance work (lawn-mowing, snow removal, etc.)
- Liaises with the local municipal authority
- Organizes classrooms, equipment room and storage areas
- Liaises to alarm and security companies

Other

- Performs related work as required
- Assists the day janitor when and where necessary
- Maintains a close working relationship with the janitors and assumes day janitor's responsibilities in part or in whole during his absence
- Assists with parking supervision when required
- Assumes additional tasks assigned to him by the Business Manager (if the demand is justified)

Position Requirements

- A degree in one of the following: building mechanics, architectural technology, civil engineering, or equivalent work experience
- A general knowledge and related experience in the following fields: carpentry, plumbing, electrical service, HVAC mechanical service, fire control and burglar alarm systems, facilities management
- Must have the ability to identify defects on building and school equipment
- Knowledge of regulations, laws, standards, and codes applicable to school facilities, buildings, health and safety and accessibility
- Knowledge of building mechanical and electrical systems and energy efficiency
- Must possess a valid driver's license in good standing
- Must possess a valid Canadian work permit
- Good knowledge of spoken and written French and English
- Must be able to work autonomously, with minimal supervision
- Ability to plan and coordinate tasks, good organizational skills
- Exercises judgment and initiative in resolving problems directly under her/his control
- Must have the ability to supervise the work of others
- Acts in a courteous and respectful way as a member of a team and towards all members of the school community

Work Conditions

- 40 hours/week. Regular working hours from 6.30am to 15pm incl. a 30min break.
- The incumbent might also be required to work evenings and weekends when necessary (e.g., to support the school's fundraising activities and community events, to answer emergency calls, etc.)



The incumbent provides all necessary support in the maintenance and repair of the school. The incumbent is responsible for the planning and supervision of maintenance, repairs, and inspections to ensure the proper functioning of the building stock.

Please forward your application to Mr. Thorsten Schaedler at schaedler@avh.montreal.qc.ca until August 28, 2022.