

# Shift Superintendent – Maintenance

## Richmond, BC

Canada Post is committed to providing innovative physical and electronic delivery solutions that create value for our customers, our employees and all Canadians, and every member of our team plays a key role in making this happen.

If you're a skilled supervisor looking to advance your career, this is where you want to be. As **Superintendent Maintenance, Shift**, you will lead a team of Canada Post technicians and specialists accountable for maintaining mail handling and processing equipment in optimal condition and operating to approved standards to meet operational and legislated requirements.

### YOUR DUTIES

#### As a Shift Superintendent – Maintenance, you will:

- Coordinate implementation of all maintenance programs for mail processing and handling equipment, so that equipment meets set performance standards (KPIs) and legislated requirements.
- Achieve optimum equipment performance through the execution of preventative maintenance programs to meet maintenance plans, schedules and standards.
- Liaise with the Superintendent Maintenance, Scheduling to make adjustments to the schedule, provide feedback regarding work completed/not completed, and perform scheduling and planning (corrective work) duties, as required.
- Oversee the execution of corrective and breakdown maintenance activities to ensure they are carried out safely, correctly, and efficiently in order to maximize equipment availability.
- Promote and maintain a safe working environment by providing appropriate training, documentation, personal protective equipment, tools and established procedures, ensuring safety is at the forefront of all work practices, and encouraging ideas and initiative among team members.
- Assign qualified employees to effectively execute programs and repairs.
- Carry out the full range of staff management functions at the first management level.
- Ensure that labour and material resources are adequate to execute maintenance programs and repairs.
- Provide up-to-date technical reference material for the use of plant maintenance staff.
- Ensure, through succession planning and training, a continuing development of competent staff.
- Ensure that work orders, logs and other documentation are complete, accurate and submitted as per policy.
- Provide technical support to implement and monitor approved projects.
- Manage maintenance and support contracts with external contractors.
- Interface between Canada Post and facilities management.
- In some locations, manage contracted building services.

### YOUR QUALIFICATIONS

#### You bring a successful track record to the role of Superintendent Maintenance, Shift:

- Completed post-secondary education, preferably in a related field.
  - Two (2) to three (3) years of relevant functional experience.
  - One or more years' experience in a supervisory capacity.
  - Excellent technical knowledge and a commitment to safety and quality.
  - Excellent negotiation, communication, conflict resolution, relationship management, coaching and teamwork skills.
  - Availability to work evenings, nights and weekends.
  - Proficiency in English.
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**FIND OUT MORE AND APPLY TODAY**

To apply for this job (Job ID 971) via the Canada Post Careers website, click on the following URL:

<http://bit.ly/2huacTX>

Discover your future. **Broad horizons.**

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Canada Post is committed to employment equity and encourages applications from women, Aboriginal people, persons with disabilities and visible minorities.

If you are contacted by Canada Post regarding a job opportunity or testing, please advise if you require accommodation.

Des renseignements en français sur ce poste (**numéro de poste 971**) sont disponibles en ligne sur le site carrières de Postes Canada.

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