

Maintenance Supervisor (Permanent Full-Time)

This position is being posted due to a Vacancy
35.0 Hours/Week – 12 Months/Year

Facility Services

Effective: Immediately

Yearly Salary \$89,839 to \$101,057 (Plus a competitive benefits package)

About the Limestone District School Board

The Limestone District School Board (LDSB) is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.

The LDSB is the region's only fully inclusive school board. Limestone schools serve more than 20,500 students in 55 schools and five alternative education centres covering a geographic area of 7,719 square kilometres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

Position Purpose

The Maintenance Supervisor works collaboratively with the Facility Services leadership team to plan, design, and monitor the processes and systems that maintain and renew facility conditions at all Limestone DSB school sites and administrative buildings. Responsible for the safe and efficient delivery of maintenance and/or mechanical services and coordination of small capital and renewal projects, the Maintenance Supervisor is responsible for prioritizing work assignments, contract administration, financial management tasks and execution of maintenance and/or mechanical services and capital projects.

Qualifications, knowledge, and experience

- Diploma in engineering, applied science, facilities management, business, or related field and/or a combination of relevant education with a minimum of 5 years' directly related experience.
- Certified Engineering Technologist (CET) in good standing with the Ontario Association of Certified Engineering Technicians and Technologist (OACETT), considered an asset.
- Relevant trade training, experience and certification/license considered an asset.

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- Minimum 5 years supervisory experience in a highly consultative and unionized environment, including hiring, training, performance managing, scheduling and conflict resolution
- Demonstrated interpersonal skills with the ability to foster effective and accountable working relationships within a demanding environment
- Demonstrated oral and written communications skills to correspond with Board staff, school communities and external partners.
- Demonstrated analytical and problem-solving skills
- Proficiency in PC software, such as word processing, spread sheets, AutoCAD, and database systems
- Demonstrated knowledge of institutional/commercial building mechanical systems, including building automation, preferably Andover Control Systems and Delta Control System
- Demonstrated knowledge of current building, fire and electrical codes
- Demonstrated understanding of construction procurement processes
- Experience coordinating contractors related to small capital and renewal projects
- Ability to travel to and between all LDSB sites
- **If successful in the interview process and offered this position, you will be required to provide a Criminal Record and Judicial Matter Check (CRJMC) that is no older than 6 months from your start date.**

Duties and responsibilities

- Plan, schedule, coordinate and execute maintenance and/or mechanical repair work for all building/site systems, fleet vehicles & equipment, as well as other related systems to ensure compliance with safety, quality, code, regulatory and Board Policy & Procedure requirements.
- Respond to and manage after-hours emergencies, and other building issues, as needed, including but not limited to snow removal, downed trees, roof leaks, no heat and building system failures.
- Define the scope of work and estimate costs for facility maintenance and/or mechanical upgrades, and renovations, including coordinating with architects and/or engineers on design drawings, specifications and tender documents, approving contractor invoicing and workmanship.
- Develop, implement and monitor construction and/or mechanical maintenance programs.

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- Ensure code, regulatory, contract and Board procedure compliance with contractors and maintenance staff through regular site visits and training.
- Oversee all federal and provincial government regulatory work and reporting, including fire alarm, kitchen suppression, standpipe systems, fire extinguishers, oil tank, boiler and science room gas inspections, septic and well water systems, cleaning and disinfecting of cisterns, annual and biannual inspections of UV systems, generator testing, ESA and TSSA inspections, as well as pumping of septic systems, school lock systems and ACM removal.
- Respond to all air quality concerns with respect to mold, humidity, temperature and odors in a timely manner.
- Supervise building automated control systems, including processing and updating computerized maintenance management system data.
- Supervise unionized staff and contracted service providers, including all trades and utility persons through the ongoing issuance of work orders, coordination of work assignments, and assignment and/or approval of overtime.
- Responsible for hiring, orienting and training employees, scheduling hours of work, approving vacation/leave requests, monitoring key performance indicators, and regularly reviewing, assessing and managing performance as well as assisting with investigations involving staff, as necessary.
- Coordinate small capital and renewal projects, including reviewing drawings and specifications, monitoring contractor performance and ensuring work aligns with contractual documents.
- Provide technical input to support Board-approved construction procurement processes as well as reviewing contractor quotations and invoices for accuracy.
- Plan, organize, coordinate, and conduct training programs for maintenance staff, including education and implementation of new initiatives, products and equipment.
- Review and implement corrective actions based on ESA, TSSA, MOL, and MOE inspections.
- Maintain records of safety meetings and safety courses.
- Participate in site meetings and maintain project documentation, including deficiency lists and close-out materials.
- Support commissioning and warranty follow-up by coordinating maintenance staff and documenting issues.
- Cover responsibilities in the temporary absence of Maintenance Supervisor colleague
- Other role-related duties and responsibilities as required.

Commitment to Diversity and Inclusion

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Across LDSB, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The LDSB is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your application/resume to self-identify as someone who has lived experiences, and who can bring valuable, diverse knowledge and perspective to our district and the students and communities we serve.

Accommodation will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodation at any time during the recruitment process.

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective applicants in any way, and such information will remain confidential.

The Kingston community promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the LDSB, including equitable recruitment, retention and promotion practices, please visit limestone.on.ca.

How to apply

Interested applicants are asked to submit an application package that includes a **cover letter** and **resume** and **proof** of qualifications/certification. Please ensure you clearly outline how your skills, experience and education relate to this position.

Applications are due by **4:00 p.m., Thursday, May 28, 2026** to [ApplyToEducation](https://ApplyToEducation.on.ca).

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