

# NORTH EAST SCHOOL DIVISION # 200



## **JOB DESCRIPTION**

**POSITION TITLE: Supervisor of Operations**

**REPORTS TO:       Directly:       Manager of Facilities**  
**Indirectly:     Superintendent of Business Administration**

### **Purpose:**

Under the direct supervision of the Manager of Facilities the Supervisor of Operations works to oversee caretaking operations for the School Division. The Supervisor of Operations is responsible for ensuring a high standard of employee proficiency, facility cleanliness and safety.

### **Required Education, Knowledge, Qualifications and Experience:**

- Minimum of Grade 12 diploma or equivalent from a recognized educational institution
- Administration Degree, Facilities Management/Operation related certification, Journeyman status in any of the related trades or a Fifth Class or higher Engineer's Certificate would be considered an asset
- Minimum 5 years experience in a Facilities operation with at least 2 years of supervisory experience in facility operations or maintenance
- Working knowledge of legislation & applicable codes that apply to educational facilities.
- Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities.
- Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds
- Level I & II Occupational Health & Safety Regulations
- Knowledge of preventative maintenance scheduling techniques
- Knowledge of fire/safety system requirements as they apply to public buildings
- Strong Knowledge of the Workplace Hazardous Materials Information System
- Knowledge of computers and applicable software similar to those utilized by the school division
- Valid Driver's License

### **Required Skills and Abilities:**

- Ability to work with minimal supervision and within deadlines.
- Clear understanding and ability to provide situational leadership
- Ability to delegate work to staff and provide appropriate supervision to ensure that the quality of work meets requirements.
- Skill in using analytical and research skills to define and solve problems
- Ability to prioritize multiple demands and effectively manage time.
- Superior interpersonal and communication skills, both verbal and written.
- Ability to provide for professional growth and evaluation of staff.
- Present a positive and professional approach.
- Current knowledge of caretaking best practices and the operation of equipment as well as the use of cleaning products for institutional cleaning.
- Understanding of Union contracts
- Clear understanding Building Management System
- Understanding of Cleaning industry standards ISSA
- Understanding sask labour laws
- Hiring cleaning staff

**Supervision of Staff:**

Provide direct supervision to caretaker foreman & caretakers and service contractors as required.

**Duties and Responsibilities:**

Without restricting the generality of the general description above, the Supervisor of Operations shall perform such duties and responsibilities as may be assigned included but not restricted to the following:

- Regularly inspect facilities and consult with staff to ensure a high standard of cleanliness is being maintained.
- Manage the development and implementation of effective caretaking practices in the school division.
- Develop and maintain a division wide caretaking manual that outlines specific procedures for cleaning standards that are consistently applied throughout the division/ This will include:
  - Directing caretaking procedures to ensure effectiveness and efficiency, as well as compliance with all applicable regulations and authorities having jurisdiction.
- Directs the daily caretaking schedules and resources required to effectively and efficiently complete tasks in a timely fashion
- Troubleshoots the building control programs with caretakers
- Conduct and/or coordinate caretaking in-services for ongoing training of employees.
- Coordinate caretaking services / requirements with external user groups renting NESD facilities.
- Use the automated work order system known as Facility Asset Management program as required
- Arrange for building checks by caretaking staff during summer school closure and during weekends / stat holidays throughout the winter.
- Provide leadership, including planning, coaching, training and evaluating all staff as required
- Manage all division caretaking projects as assigned
- Ensure that purchasing follows the guidelines established by Operational Procedures
- Assists the Manager of Facilities in the development of long range plans and budgets.
- Maintain awareness of codes and regulations; converse with inspectors for regulatory agencies within the area of accountability.
- Promote safe work practices in accordance with Occupational Health and Safety
- Provide supervision and management to service contractors as required.
- Lead the area of energy management and potential cost saving measures.
- Responsible for implementation, operation and management of the preventative maintenance program.
- Prepare reports as required by the Manager of Facilities (Budget, cost estimates, planning)
- Conduct oneself in a manner appropriate to a professional learning environment.
- Be knowledgeable and supportive of applicable Board and Division policies and procedures
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Perform other duties as may be required or assigned.
- Provide basic training of the building HVAC systems to staff.
- Oversee and maintain long term lease agreements of outside groups that are in the schools.
- Administrator of Garbage Contracts agreements
- Administrator of BMS Systems & Contracts
- Administrator of Building security (securtek)
- Maintain that staff follow union agreements and all Labour Laws
- Ensure staff follow NESD Operations Standards
- Crossing training with Supervisor of Maintenance duties for back filling when on leave

**Judgment, Independence and Client/Peer Contact:**

**Confidentiality:**

At no time should a Supervisor of Operations discuss, in public, information pertaining to a student or staff. The employee is expected to respect the confidential nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

**Independence:**

The Supervisor of Operations is expected to work independently and as a team member of the Facilities Department, all schools and the division office as required.

**Client/Peer Contact**

This position works collegially with school staff, school-based administration and other school-division staff. Contact with other employees and outside agencies is regular and frequent.

**Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

**Salary Grid: Supervisor of Operations**

The salary grid for the Supervisor of Operations is tied to the following grid:

- Supervisor’s Salary Grid Range 1 (Minimum)**
- Supervisor’s Salary Grid Range 1 (Journeyman)**
- Supervisor’s Salary Grid Range 1 (University Degree)**

<b>Approved By:</b>	Heather Shwetz – Supt of HR
<b>Date Approved:</b>	
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