

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Supervisor of Facilities

REPORTS TO: **Directly:** Superintendent of Business Administration
Indirectly: Director of Education

Purpose:

The Supervisor of Facilities plans, organizes, directs, coordinates, controls and evaluate the operations and maintenance of school division's facilities and the included real estate. The goal of the Facilities Manager is to provide safe, clean, efficient, environmentally healthy and structurally sound facilities to promote student learning and effective working environments.

Required Education, Knowledge, Qualifications and Experience:

- Registered Applied Science & Technologist, facilities management or equivalent (a combination of education and experience may also be accepted)
- A minimum of 5 years of experience in facility operations
- A Minimum of 3 years of direct supervisory experience.
- Strong knowledge in & experience working with automated building control and HVAC systems.
- A journeyman status in any of the related trades would be considered an asset
- 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
- Valid Driver's License
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.
- Knowledge of the Education Industry is an asset

Required Skills and Abilities:

- Effective communication (including superb writing, content development skills, strong presentation, oratory and verbal skills) with individuals at all levels of the organization.
- Ability to identify developmental needs of employees and to provide coaching mentoring, and other help,
- Excellent time management and project management skills.
- Demonstrated ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Demonstrated ability to identify developmental needs of employees and to provide coaching and mentoring
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Ability to prioritize multiple demands and effectively manage time
- Strong morals and ethics, along with a commitment to staff privacy.
- Knowledge in tracking maintenance, defect reporting, maintenance programs and repair history.

Supervision of Staff:

The Supervisor of Facilities provides direct supervision to Facilities Department, including the Maintenance and Operations managers as well as contracted services for the Division.

Duties and Responsibilities:

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

- Plan, organize, direct, control and evaluate the operations of school division's facilities and the associated real estate
- Plan, organize and direct administrative services such as cleaning, maintenance, parking, safety inspections, security and snow removal
- Plan, organize, direct, control and evaluate construction projects to modify instructional, transportation and recreational facilities and real estate
- Oversee the installation, maintenance and repair of real estate infrastructures including boiler operations, machinery, equipment and electrical and mechanical systems.
- Plan and manage the entire school division's facility operating budget
- Prepare or oversee the preparation of reports and statistics related to areas of responsibility
- Recruits, trains and manages facilities staff, in coordination with the human resources department.
- Direct the maintenance and repair of the division's machinery, equipment and electrical and mechanical systems
- Develop and implement schedules and procedures for safety inspections and preventive maintenance programs
- Co-ordinate cleaning, snow removal and landscaping operations for the school division
- Administer contracts for the provision of supplies and services
- Plans, coordinates and oversees the daily maintenance and cleaning of the school division's facilities and grounds, including maintenance shop operations, maintenance and caretaking personnel, equipment and inventory, ensuring compliance with regulatory requirements and maintenance of appropriate records regarding facility operations and repairs.
- Monitors and implements applicable Provincial and Federal legislation, insurance regulations, Occupational Health and Safety standards, CSA playground equipment standards, fire safety and other appropriate industry standards pertaining to the safety and security of the school division's facilities and grounds.
- Ensures that all statutes and regulations are adhered to in regards to facilities and grounds maintenance, inspections and standards.
- Oversees capital project work to ensure compliance with project specifications and safety of students, staff and visitors throughout the construction process; monitors, approves and provides reports on project progress and costs; maintains a record of capital project costs for annual appraisal purposes.
- Be knowledgeable and supportive of applicable Administrative Procedures.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Be willing to engage in lifelong learning with respect to training, in-service and courses.
- Perform other duties as may be required or assigned by the Superintendent of Business.

Judgement, Independence and Client Contact:

Confidentiality

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

Independence:

The Supervisor of Facilities 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 employee works collegially with school staff, school-based administration, the Ministry 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 supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid: Supervisor of Facilities

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

Supervisor's Salary Grid Range 1 (Minimum)

Supervisor's Salary Grid Range 1 (University Degree - Related)

Supervisor's Salary Grid Range 1 (Master's Degree)

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Nov 2012
Reviewed:	