



**POSITION TITLE:**            **FACILITIES COORDINATOR**

**Reports to:**                **Supervisor of Facilities**

**Function/Purpose:**

To provide leadership, training and professional development to the Division school-based custodial staff to assure that the buildings and grounds of the Division are clean and well maintained to maximize safety, efficiency and utility.

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

- Supervisory experience and the ability to develop and maintain good working relationships.
- Custodial experience would be an asset.
- Be bondable.
- A general knowledge of school operations.
- Hold a valid driver's license.
- Knowledge of applicable Codes.
- Have proven skills and abilities through reference or previous work experience.
- Possess or be willing to secure and maintain qualifications in related fields (WHMIS, OH&S, Playground inspections, etc).

**Required Skills and Abilities:**

- Ability to work with minimal supervision.
- Ability to safely operate tools and equipment required to perform assigned work such as miscellaneous hand tools, power tools (skill saws, drills, etc.).
- Ability to work as a team player.
- Ability to produce quality work in many Trades areas (carpentry, plumbing, etc.)
- Ability to plan and expedite work as it pertains to assigned projects.
- Ability to work cooperatively with trade and contracted personnel.
- Ability to read plans and interpret specifications.
- Ability to safely operate tools and equipment necessary to perform assigned work (i.e. tractor, loader, lift-boom truck, man lift, power tools, etc.).
- Ability to perform work in accordance with applicable Codes.
- Ability to do Heavy Work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects).

**Required Personal Characteristics:**

- trustworthy and respectful
- approachable and accessible
- flexible and collaborative

### **Supervision of Staff:**

This position involves the supervision and evaluation of all custodial employees and some maintenance employees and provides assessments of caretaking services as required.

### **Duties and Responsibilities:**

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

- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Help in the planning, organization, supervision and coordination of workers in the repair, maintenance and renovation of Division facilities and grounds.
- Responsible for providing, administrating and in some cases, creating, specified training and professional development opportunities for all custodial staff.
- Ordering and pricing of products and equipment.
- Make sure that all school division buildings have safe, well kept yards. This includes grass cutting, spraying, play grounds, tracks and perimeter fencing.
- To ensure that all buildings are following OH&S guidelines: including reporting, training and ensuring that the necessary repairs are done in a timely fashion.
- To arrange training for maintenance department personnel (WHMIS, confined space, fall arrest, roof repairs are a few examples).
- To facilitate an improved means/method of communication between the schools and the facility department in an effort to provide consistent service to our schools
- Provide the Supervisor of Facilities with up-to-date accurate information regarding work that is proposed, pending, completed or requires future budgetary consideration.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Assist in preparing an annual budget for maintenance and renovation work.
- Model safe work habits and provide guidance and training to assure that safe work practices are followed at all times.
- All other duties as assigned by the Supervisor of Facilities

### **Judgement, Independence and Client Contact:**

- **Confidentiality**

The Facilities Coordinator is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

**Working Jointly with Other Staff on Common Assignments or Tasks:**

This position involves working jointly with maintenance workers, caretakers, labourers and administrators on a daily basis.

**Responsibility for Quality of Assigned Work:**

The Facilities Coordinator works under minimal supervision and is solely responsible for the quality of the work of his/her department. The efficient, effective, timely and economical maintenance of buildings is critical to the educational program of the division. The “first impression” image of the organization is dependent upon the quality of the work.

New appointees will undergo a ten (10) month probationary period.

**Mission:** Laying the foundation for success.

**Vision:** One student at a time.

Director Approved 02 08 12