

POSITION TITLE:

SUPERVISOR OF FACILITIES

Reports to: Chief Financial Officer

Function/Purpose:

To provide leadership and oversight of the maintenance, repair and building renovation needs of the Division to assure that the buildings and grounds of the Division are maintained to maximize safety, efficiency and utility.

Required Education, Knowledge, Qualifications and Experience:

- A journeyman's certificate in one or more of the recognized trades would be an asset.
- Be bondable.
- Hold a valid driver's license.
- Knowledge of applicable Codes.
- Have proven skills and abilities through reference or previous work experience.
- Additional tickets would be an asset (i.e. a domestic or commercial gas license, WHMIS, plumbing, carpentry, 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 Journeyman quality work in which certificate is held (if applicable).
- Ability to plan and expedite work as it pertains to assigned projects.
- Ability to work cooperatively with other 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.
- Collaborative and flexible.

Supervision of Staff:

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

Duties and Responsibilities:

Without restricting the generality of the description above, the Supervisor of Facilities 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.
- 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.
- Plan, organize and assign all maintenance work for Division facilities and grounds.
- 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.
- Coordinate and monitor the work of labourers, maintenance workers, trade and contract personnel.
- Prepare annual and long range maintenance and renovation plans for the Division.

Judgement, Independence and Client Contact:

- Confidentiality
 - A Supervisor of Facilities 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 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.
- 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 Supervisor 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: August 14, 2007