



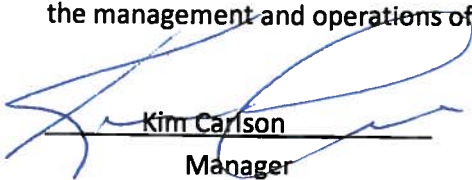
FACILITIES

Department Plan

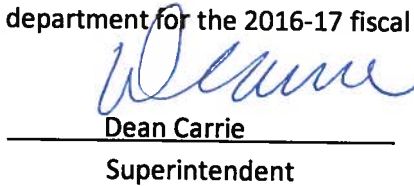
2016-17

Plan Agreement

The Department Manager and Superintendent of Business agree that this department plan shall guide the management and operations of the department for the 2016-17 fiscal years.



Kim Carlson
Manager



Dean Carrie
Superintendent

January 8th 2017
Date

Board Strategic Plan

The Department Plan supports the Board Strategic Plan by aligning department objectives and strategies with the objectives and strategies contained in the Board Strategic Plan.

The current Board Strategic Plan covers the period from 2013-2018.

The Board's mission statement is as follows:

The Keewatin-Patricia District School Board accepts all students and is committed to providing an excellent education that prepares each student to be a successful individual and a responsible member of society.

The Board has chosen to use the following principles of operation:

- Students Come First
- Communications
- Integrity
- 21st Century Learning
- Celebrate Success
- Focus on the Whole Child
- Excellence
- Innovation
- Inclusiveness
- Leadership
- Partnerships
- Respectful Treatment of People
- High Standards
- Teamwork

There are 3 main strategic plan goals, each with evidence of achievement.

Strategic Plan Goal #1:

Ensure increased individual student achievement by providing programs and resources designed to meet the needs of the whole child.

Evidence of Achievement:

- KPDSB students will show improvement in achievement in the following areas:
 - Literacy results as contained in annual report cards
 - Ministry of Education's indicators of student success
- All participating students will achieve level 2 or higher on Education Quality and Accountability Office (EQAO) provincial assessments
- Increase the number of KPDSB students who will achieve at a level 3 or 4 on EQAO provincial assessments
- The percentage of students who are successful on the Ontario Secondary School Literacy Test (OSSLT) increases annually
- The percentage of students earning a high school diploma will increase
- Safe schools indicators show an improvement in student behavior
- Evidence of the use of character attributes and restorative practices within the school culture
- Student voice surveys show annual improvement
- Ongoing monitoring at the system and classroom level indicates alignment in focus and implementation of Ministry and Board initiatives
- Learning skills improve annually

Strategic Plan Goal #2:

Close the achievement gap in order to meet the needs of our at risk students.

Evidence of Achievement:

- Professional Development opportunities for all staff are designed to assist in meeting the needs of at-risk students
- All participating students will achieve level 2 or higher on EQAO provincial assessments
- At-risk students achieving at a level 3 or 4 on EQAO provincial assessments is increased annually
- At-risk students demonstrate improvement in Student Success indicators
- The gap between the achievement of Aboriginal and non-Aboriginal students is reduced annually in the following areas:
 - EQAO assessments
 - Indicators of student success
 - Graduation rates
- Student attendance improves annually

Strategic Plan Goal #3:

Communicate to students, their families, and community members that 21st Century Learning (21C@KP) is relevant.

Evidence of Achievement:

- Parent/guardian involvement is increased
- High levels of parent/guardian satisfaction is expressed through electronic surveys
- Student voice surveys demonstrate students and staff acknowledging the relevance of a 21C@KP learning environment
- The number of website hits increases annually
- Electronic communication between parents/guardians and teachers is increased
- The number of parents/guardians participating in the parent portal is increased

Department Mission Statement

The mission of the Facilities Department is to develop, improve and maintain safe, functional and attractive schools for the students, staff and community. Creating an environment that encourages academic success and supports the Keewatin-Patricia District School Board's tradition of excellence. This is to be accomplished through a support team of dedicated and well trained professionals whose purpose is to meet the needs of the Board, students, staff and surrounding community.

Department Goals

Long-Term Goals

1. Improved security in facilities
2. Enhanced building controls
3. Improved management of utilities
4. Improved maintenance work order system
5. Advance capital planning – ReCapp, SFIS
6. Improve staff performance through staff training, improved communication
7. Community Use services necessary to allow the effective use facilities by the community.
8. Preventive Maintenance Program
9. Accessibility Planning
10. Energy Conservation Initiatives
11. Explore Occupational Health and Safety Central Committee
12. Green Clean Procedures and Program
13. Energy Management Plan

Annual Goals

1. DHS install roll up door in carpentry shop/lighting
2. BBHS sports field accessibility & bleacher replacement
3. Crolancia new storage building/sheds/container
4. DHS asbestos ceiling & floor tile removal
5. Ear Falls demolish portable add storage shed & add fencing
6. Evergreen Child Care Planning (toddler hub/playground)
7. Evergreen replace roofing (75%)
8. Evergreen (electronic sign) coat racks & blinds
9. Evergreen self-regulation classrooms
10. Ignace replace office flooring
11. Keewatin outdoor learning classroom
12. Keewatin replace roofing (100%)
13. King George replace roofing (58%)
14. Lillian Berg design/plan school modifications/integrate Municipal offices
15. New Prospect Child Care Planning (daycare/toddler)
16. New Prospect reduce noise level in classrooms - tectum panels
17. Open Roads Child Care Planning (daycare/toddler)
18. Open Roads addition to playground
19. RLDHS parking lot improvement

20. RLDHS replace flooring library & staff room
21. Sioux Mountain School Child Care Planning (daycare/hub)
22. System convert exterior lighting to LED
23. System painting program
24. System electronic sign upgrade
25. System accessibility operators Ignace, GLC & Sioux Narrows
26. GLC Property Swap/Disposal
27. Automatic Water Flushing All Elementary Schools (Ear Falls/Keewatin/Savant priority)
28. Improve Ventilation in Kenora Board Offices

Key Stakeholders/Customers

- Ministry of Education
- Ministry of Energy
- Ministry of Environment
- Ministry of Natural Resources Canada
- Ministry of Labour
- Ministry of Research and Innovations
- Ministry of Tourism and Recreation
- School Communities
- Accessibility Directorate of Ontario (Ontarians with Disability Act, 2001)
- Municipalities and Their Departments (sewer/water/electrical/building officials, etc.)
- Lessees and Renters of Facilities
- Ontario Power Authority and Their Agents (HydroOne, Union Gas, Local Hydro Authorities)
- Consulting Services (Architects, Engineers, Interior Designer, Landscaping)
- Office of the Fire Marshal and Local Fire Services
- Office of Energy Efficiency
- Service/Inspection Providers (Technical Standards and Safety Association, Electrical Safety Authority, boiler systems, fire alarm devices/extinguishers, pest control, hazardous waste disposal, water testing, air quality, monitoring services for security & fire)
- Police/Security Services
- Ontario School Boards Insurance Exchange
- OASBO – Ontario Association of School Business Officials
- Education Safety Association of Ontario
- Ontario Construction Association
- Canadian Standards Association
- Suppliers, Contractors and Manufacturers

Departmental Responsibilities & Duties

- Applies the collective agreements for caretaking/maintenance personnel and provide direction/guidance to Area Supervisors in resolving internal grievances and staffing problems.
- Maintains effective communication and takes leadership role in the development and promotion of harmonious and effective working relations.
- Ensure the appropriate level of work force with an effective pool of trained casual replacements, equipment and supplies are in place to efficiently meet the operational needs of the facilities within the financial capabilities of the Board.

- That the work force is appropriately trained and that provision for ongoing training of work processes and procedures for safety matters are in place.
- Establish procedures/set standards for the caretaking/maintenance of all facilities/grounds and implement a continuous appraisal of their condition.
- Prepares an annual budget for all areas of the Facilities Department's operations, administers the approved allocations and evaluates the activities to ensure efficiency and maximum economics.
- Reviews underutilized space within facilities/grounds of the Board and develop partnerships, joint use agreements, long term, short term leasing arrangements and manage these agreements.
- Establish/maintain/review service contracts (inspections, snow removal, caretaking supplies, and leases). Responsible for the review, evaluation and approval of all materials and services purchased for the facilities operation, including the preparation of specifications, quotes, proposals and/or tenders.
- In consultation with principals, annually determine the maintenance needs of each building and establish procedures to carry out such work in a timely and efficient manner.
- Maintains current inventories relative to all Board properties, develop forward plans for facilities, equipment programs and staffing.
- Review and applies applicable legislation, regulations, bylaws and policies of the Board to ensure that the facilities and the operations comply with all requirements.
- Gathers data and prepares reports related to the Facilities Department for external authorities.
- Assists in the preparation of the long term capital forecast, in consultation with the senior administration and principals assesses the need for new construction, additions, renovations or alterations to facilities and the related site.
- Administrate a selection process for professional consultants and advise the consultant during project design.
- In conjunction with outside consultants, supervise major construction projects, assess all progress reports engaged by the Board and recommends appropriate action.
- Administrate/coordination of budgets, contractors, and the tender of projects to meet program requirements, costs and timelines.
- Give direction/resolution regarding disputes and differences between consultant, contractor and outside agencies/ministries.
- Reviews all tenders received from outside contractors for construction, installation and costs.
- Carries out research into new technology, evaluated the energy efficiency of existing systems and keep informed relative to current trends and developments in the field of facilities, maintenance and construction.
- Establish building equipment and material standards to be used throughout the Board facilities.
- Preparation of the annual budget pertaining to the Dryden Regional Training and Cultural Centre including cost analysis and evaluation of events/sales, and development of processes for invoicing, providing estimates for customers, etc.
- Review of leasing throughout the board facilities
- Assist schools in strengthening local Community Use of Schools, sharing effective practices and maximize access providing direction/ guidance to school administrators concerning the effective Community Use of Schools Programs.
- Coordinate the timely and accurate collection of Community Use Program data and provide feedback about local programs including reporting to Ministry of Education.
- Administer reciprocal agreements with municipalities

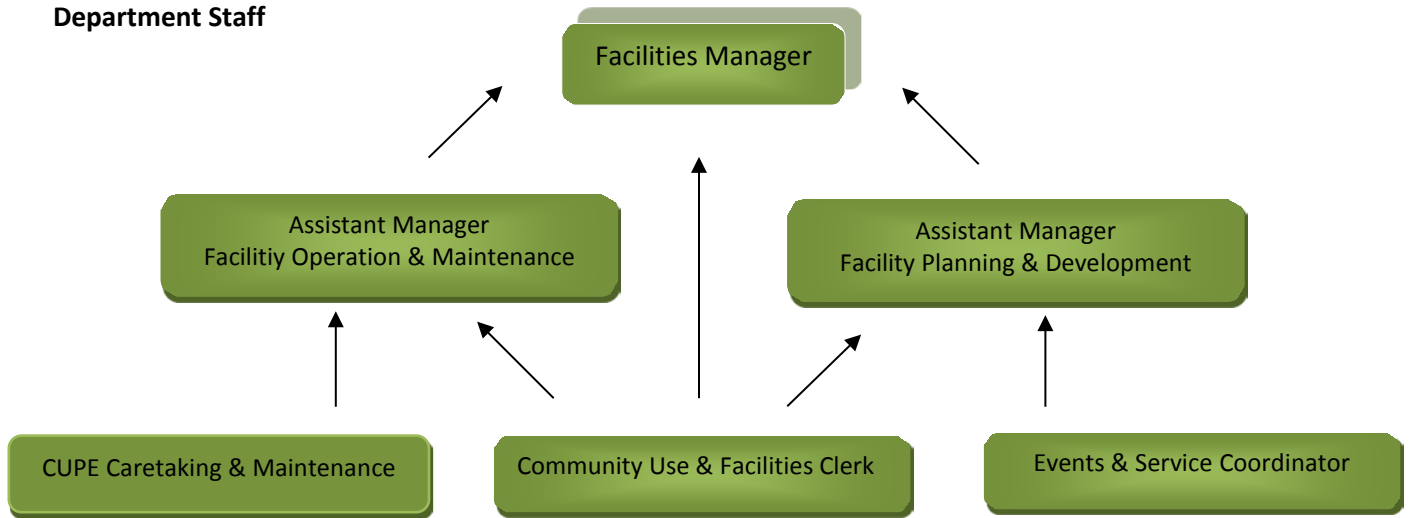
- Manage the application process through the use of databases, spreadsheets and facilities booking software; including the accounting functions of assigning of costs and collection of accounts receivable.
- Through the Facilities Clerk ensure services to community user groups are provided.

Best/Leading Practices

- Regularly obtains feedback from school board staff regarding its services and undertakes discussions with caretaking and maintenance staff through head caretakers meetings and round table discussions sharing good practices and feedback.
- Using input from parent councils, students and staff the department identifies items for First Impression projects undertaken by the school board. Promoting a sense of pride and ownership in the facilities among the staff and students of the school.
- Implemented a formal inspection process, Quality Management Inspections, establishing cleaning standards for schools and developed a standard set of processes and tools to monitor, manage and report on results. The Q.M.I. process was developed in consultation with labor unions.
- Each year at the annual Recognition Night, organized by the Human Resources Department for the board, the Facilities Department recognizes custodial, maintenance and the school staff for their achievements and presents an award to staff/school.
- External consultants are used to assist in the development of a caretaker staffing workload model which is based on numerous factors including layout, use, finish materials and use of cleaning machinery. This model was approved by the union.
- Developed the current use of an electronic work order system in-house which will be replaced with a new web-based system.
- The student furniture within the system is surveyed once a year to determine the needs of individual schools. If there are other schools with more than needed, the furniture is distributed into the system or furniture is purchased to replace old furniture.
- Builds staff capacity in understanding school operations and facilities policies and administration procedures, with mandatory and voluntary training for existing employees and a training program for new employees.
- Establish a successful student work experience and training program for secondary and post-secondary student summer employment, involved in cooperative education programs, working with contractors on apprentice programs, participate in the secondary shop programs and adult education within the construction industry.
- Efficient procurement and use of supplies with monthly stocking of supplies at each school and standard dispensers for all custodial chemical supplies and monitors the use of custodial supplies at each school.

- Implemented successful programs and initiatives in energy conservation, resulting in measurable energy savings for the school board. All school board facilities with major renovations or new schools are registered with Natural Resources Canada (NRCan) under the ecoEnergy program.
- Facilities Department establishes a committee including principals, parent council, and community and students representatives that meet with the architects in the design concept of new schools that is brought to the board for approval before the detailed design proceeds.
- The school board has developed and submitted its five-year plan to the Ministry through the Ministry's SFIS website. The school board also submits the capital liquidity template to the Ministry.
- Manages and implemented formal process to monitor and control construction projects and their cost.
- The use of green cleaning products, practices and materials in several schools and to be rolled out to the rest of the system over the next year.

Department Staff



Facilities CUPE Staffing 2016-2017			
Caretaking FTE	Maintenance FTE	Facility	Size (sq. ft.)

Elementary	0.500	0.300	Crolancia	11,172
	1.000	0.200	Ear Falls	19,377
	1.500	0.500	Evergreen	30,750
	2.000	0.400	Golden Learning Centre	35,653
	1.600	0.200	Ignace School	30,497
	1.500	0.250	Keewatin	22,245
	1.500	0.500	King George	30,628
	1.625	0.500	Lillian Berg	29,275
	2.500	0.750	New Prospect	42,196
	2.000	0.400	Red Lake Madsen	35,035
	2.500	1.000	Open Roads	44,183
	0.375	0.250	Savant Lake	7,480
	2.750	0.500	Sioux Mountain	47,458
	0.375	0.250	Sioux Narrows	5,200
	0.500	0.500	Upsala	20,000
	1.500	0.500	Valleyview (+ 4 single & 4plex)	26,786
		23.725	7.00	Total Elementary

Department Staff

Facilities CUPE Staffing				
	Caretaking	Maintenance	Facility	Size
	FTE	FTE		(sq. ft.)
Secondary	6.500	1.000	Beaver Brae High (+ Annex)	131,482
	0.500	0.200	Crolancia	16,758
	7.000	1.000	Dryden High School	158,978
	2.400	0.300	Ignace School	45,746
	3.250	1.000	Q.E. (1 triple + 3 single portables)	72,483
	4.000	1.000	Red Lake High School	77,300
	23.650	4.500	Total Secondary	502,747
Other		1.000	East Area Electrician	
		1.000	West Area Electrician	
	1.000	0.250	Dryden Training Centre	32,499
		0.250	Sioux Lookout Access Centre	10,852
			Savant Lake - 3 teacherages	3,000
			Pickle Lake - 9 teacherages	9,000
			Upsala - teacherage	1,000
1.000	2.500	Total Other	56,351	
48.375	14.00		997,647	
		Total FTE	62.375	

Department Budget

Facilities Departmental Budget				
Expenditures	13-14	14-15	15-16	16-17
	Actual	Actual	Actual	Budget
<i>Electricity</i>	\$1,868,713	\$1,778,157	\$1,914,794	\$1,803,700
<i>Fuel Oil</i>	\$11,245	\$3,064	\$1,392	\$8,000
<i>Natural Gas</i>	\$239,761	\$249,924	\$208,419	\$313,500
<i>Propane</i>	\$125,680	\$72,555	\$70,202	\$29,000
<i>Water Sewer</i>	\$296,683	\$238,987	\$282,413	\$283,500
<i>Phone & Monitoring</i>	\$26,003	\$27,076	\$25,258	\$29,500
<i>Garbage</i>	\$166,573	\$132,536	\$134,173	\$158,500
<i>Snow Plowing</i>	\$305,052	\$190,562	\$219,517	\$267,200
<i>Sidewalk Cleaning</i>	\$70,291	\$65,198	\$73,002	\$90,000
<i>Sanding Lots & Walkways</i>	\$64,378	\$64,757	\$66,740	\$78,600
<i>Grass Cutting</i>	\$1,833	\$1,058	\$788	\$17,000
<i>Professional Development</i>	\$6,336	\$2,285	\$1,021	\$9,000
<i>Professional Development Travel</i>				\$4,000
<i>Professional Memberships</i>				\$250
<i>Printing & Photocopying</i>				\$500
<i>Plant Operations Supplies</i>	\$232,057	\$261,680	\$252,335	\$280,000
<i>Travel Reimbursements</i>	\$9,082	\$7,104	\$5,465	\$9,000
<i>Accommodations</i>	\$33,810	\$29,684	\$23,901	\$27,000
<i>Vehicle Fuel</i>	\$40,099	\$30,046	\$27,635	\$45,000
<i>Telephone General</i>	\$3,519	\$3,767	\$3,927	\$3,500
<i>Telephone Cell</i>	\$9,662	\$8,391	\$12,628	\$10,000
<i>Pagers</i>	\$317	\$327		
<i>Office Supplies & Services</i>	\$1,657	\$7,565	\$5,353	\$2,500
<i>Postage/Courier</i>	\$224	\$42	\$12	\$500
<i>Advertising</i>	\$937	\$1,240	\$1,177	\$500
<i>Maintenance Supplies/Services</i>	\$674,035	\$721,893	\$657,140	\$623,000
<i>Collective Agreement</i>	\$2,923	\$4,373	\$2,878	\$4,000
<i>Motor Vehicle Maintenance</i>	\$24,982	\$14,242	\$28,385	\$20,000
<i>Replacement Capital</i>	\$14,457	\$3,852	\$15,227	\$40,000
<i>New Capital</i>	\$11,193	\$14,141		\$10,000
<i>Rental/Lease F & E</i>				
<i>Rental/Lease Instr. Accommodations</i>			\$37,002	
<i>Rental/Lease NON-Instr. Accom.</i>	\$13,859	\$166,302	\$166,302	\$169,894
<i>Vehicle Leases</i>				
<i>Professional Fees</i>	\$55,663	\$59,196	\$29,570	\$30,000
<i>Contract Inspection Services</i>	\$40,157	\$57,264	\$17,199	\$61,600
<i>Contract Cleaning Services</i>	\$15,733	\$17,163	\$17,163	\$17,500
<i>Fire Alarm/Extinguisher Inspections</i>	\$18,379	\$31,436	\$26,001	\$33,800
<i>Elevator Inspection/Services</i>	\$33,740	\$7,812	\$28,012	\$25,500
<i>Software Agreements</i>	\$7,111	\$6,482	\$17,861	\$28,000
<i>School Insurances</i>	\$92,168	\$83,038	\$54,113	\$80,000
<i>Vehicle Insurances</i>	\$21,885	\$26,053	\$21,657	\$22,000
<i>Memberships</i>	\$350	\$1,026	\$390	\$750

Municipal Taxes	\$8,025	\$8,710	\$9,128	\$11,000
School Renewal Projects				
Salaries Supervisors	\$355,117	\$298,613	\$299,256	\$269,489
Custodial & Maintenance	\$3,685,529	\$3,791,232	\$3,587,474	\$3,466,088
Employee Benefits	\$811,215	\$800,346	\$835,641	\$821,753
Salary Community Use Clerk	\$47,517		\$45,481	\$37,365
Benefit Community Use Clerk	\$12,316	\$10,729	\$11,222	\$9,391
Expenditures Community of Use	\$59,981	\$6,817	\$56,703	\$99,874
Salaries DRTC Occasional Staff	\$50,424	\$50,462	\$60,214	\$40,000
Benefits DRTC Occasional Staff	\$3,728	\$3,814	\$4,464	\$2,853
Expenditures DRTC	141,230	141,717	176,967	\$57,500
Revenue DRTC	(178,380)	(184,803)	(218,413)	\$140,500
Total Expenditures	\$9,537,246	\$9,317,916	\$9,317,188	\$9,592,107

Department Software

- Pinchin Asbestos Abatement Management
- eBase Facilities Management
- Microsoft Office Suite
- AutoCad 2014
- AutoCad LT 2007
- Board Database (maintenance work order, community use, preventive maintenance)
- Ontario Building Code 2006
- Capture SmartBase Security System
- Fire Alarms CAN-ULC-S524-01-EN
- Altus Capital Planning
- BSD – building controls
- Trane – building controls
- Alerton– building controls
- Key Scan Access Control System
- SFIS – School Facilities Inventory System
- Wave IV – Utility Consumption Database
- MyAccount – Natural Gas Consumption Database

Department Furniture & Equipment

Maintenance Vehicles			
Year	Make	Model	Status
2014	Chevy	Silverado	Owned
2014	Chevy	Silverado	Owned
2014	Chevy	Silverado	Owned
2014	Chevy	Silverado	Owned
2014	Chev	Van	Owned
2014	Chev	Van	Owned
2014	Chev	Van	Owned
2014	Chev	Van	Owned
2012	Dodge	Ram	Owned
2008	Dodge	Ram	Owned
2008	Dodge	Ram	Owned

Maintenance Lifts			
Year	Make	Location	Status
	scissor	BB	Owned
	man lift	BB	Owned
	man lift	KG	Owned
	man lift	RL	Owned
	scissor	DHS	Owned
	man lift	NP	Owned
	scissor	QE	Owned

Caretaking Equipment					
School	Scrubber	Sonic	42HSB	Vacs	Wet Vac
DHS	Taski 2500	3	6	3	1
DHS	Taski 750B				
DHS	Windsor				
QE	Taski 1700	2	1	2	1
IG	Taski 1600	2	3	3	1
IG	Taski 700				
LL	Taski 800	1	2	2	1
OP	Taski 755B	2	3	2	2
OP	Taski 755B				
SM	Taski 1500	2	2	3	1
SM	Taski 750B				
DRTC	Taski 750B	1	1	1	1
NP	Taski 750B	2	2	2	2
NP	Taski 1700				
BB	Taski 2500	2	4	4	2
BB	Taski 1100				
BB	Taski 755B				
BB	Windsor				
RLDH	Taski 1500	2	4	4	2
RLDH	Taski 750				
RLDH	Taski 755B				
EV	Taski 800	1	1	1	1
KW	Taski 750	2	2	2	1
KW	Taski 1100				
KG	Taski 1100	1	2	2	
KG	Taski 1100				
VV	Taski 700	1	1	1	
GLC	Taski 755B	2	2	2	1
RLM	Taski 755B	2	2	1	1
EF	Taski 1700		2	3	1
SN			1	1	1
Total		29	30	47	22

Contract Management

Contract for:	Other Parties to Contract	Expiry Date
Canadian Union of Public Employees	Collective Agreement	
Altus Capital Planning	ReCapp Database	
Aegent Energy Advisors Inc.	Electricity advisory services	
Direct Energy	Purchase of bulk electricity	
Electrical Safety Authority	Continuous Safety Services Program	
Mr. Chemicals	Supply of caretaking chemicals/supplies	
(14) residential lease	Pickle/Savant/Upsala region	
(3) Cafeteria leases	Beaver Brae/Red Lake/Dryden High	
(12) Commercial lease agreements	DRTC/Lakewood/SN/RM/SLAC	
(9)Daycare/Nursery leases	GLC/IG/KG/LW/LB/NP/PW/RM/SM	
LM Architectural Group	Architectural services	
MCW/AGE Consultants Ltd.	Mechanical & Electrical services	
MCW Custom Energy Solutions Ltd.	Energy efficiency services	
Hilderman Thomas Frank Cram Landscape Planners	Landscaping services/soccer fields/site development	
ALS Environmental	Certified water testing lab	
Arborus Consulting Services	Photovoltaic project at new school	
City of Dryden	Soccer field agreement	
City of Dryden	Site agreements DRTC/New school	
Dodge Canada	Vehicle lease agreements (3)	
Technical Standards and Safety Authority	Elev./lifting devices licensing & inspection	
BSD Solutions Ltd. (controls)	trouble shooting & software upgrades	
Great Northern Controls (controls)	trouble shooting & software upgrades	
Trane (controls)	trouble shooting & software upgrades	
(23) NRCan ecoENERGYRetrofit Incentives	contacts for efficiency project	
(2)Ontario Power Authority (MicroFit)	Energy contracts for BB and EF	
(5) Ministry of Education	CUS permit system, outreach coordinator, pilot programs EF/BB, MTR credit	
Ministry of Northern Development, Mines & Forestry	Incentive agreement for photovoltaic farm at new school	
FinnWay General Contractor Inc.	Construction contract for new school	
Conserval Engineering Inc.	Construction contract for PV Ear Falls	
Arise Technologies Corporation	Construction contract for PV Beaver Brae	
HydroOne	Supply new electrical service - new school	
Ministry of Environment	Hazardous waste information network	
(12) Snow removal contracts	System wide snow and sidewalk maint.	
Fire & Security Centre	Inspect & test fire alarm system wide	
Fire & Security Centre	Inspection of fire extinguishers system wide	
(3) Playground inspections	Inspections at KG/NP/LW	
W&M Professional Gym Inspections	System wide basketball lifts & gym	
Thunder Bay Tel	(18) Cell phone agreements	
Contract cleaning	SLAC contract cleaning	

Fuel oil	(3) contracts for supply	
Contract for:	Other Parties to Contract	Expiry Date
Local Authority Services (LAS)	Natural bulk gas supplier	
Propane Supply	(2) contracts for supply	
Water delivery	(1) water delivery to Sioux Narrows School	
Counterforce	Monitoring fire/security and boilers	
B&M Delivery Services Ltd.	Garbage collection	
Union Gas	High Performance New Construction Incentive Agreement – new school	
OTIS Canada Inc.	Inspection and repair of elevators	

Legislation & Regulations

- Education Act
- Ministry of Labor
- Ontario Building Code
- Fire Code
- Canadian Electrical Code
- Canadian Plumbing Code
- Occupational Health & Safety Act
- Ontario Construction Lien Act
- Ontario Construction Law
- Ontario Regulation 213/91 Construction Projects
- Regulation 278/05 – Asbestos on Construction Projects (491/09)
- Ministry of the Environment
- Regulation 632/05 Confined Spaces
- Regulation 1101 – First Aid Requirements
- Workplace Safety and Insurance Act
- Clean Water Act Reg 287/07
- Ontario Water Resources Act
- Safe Drinking Water Act, 2002
- Northwestern Health Unit
- Accessibility for Ontarians with Disabilities Act, 2005
- CSA Standards
- WHIMIS regulation 860 (36/93)
- Environmental Assessment Act
- Environmental Protection Act
- Model National Energy Code of Canada
- Ontario Regulation 278/05 Designated Substances
- Electrical Safety Authority annual inspection of facilities/training
- Annual lifting devices and shop equipment inspections under Ministry of Labor Reg. 851
- Water regulation - annual lead/regular quality testing/flushing procedures MOE Reg. 170
- Annual and monthly fire alarm inspections Ontario Building Code
- Annual Accessibility Planning under the guidelines of the Ontarians with Disabilities Act 2001
- Hazardous Waste Management under Ministry of the Environment Regulation 347
- Facilities Inspection Report logs daily/weekly/monthly inspects at each facility
- Hot work Permits/Confined Space Entry Procedures/Lock-out and Fall Protection Program

- Pesticides Act and Regulation 751
- Energy Act and Regulation 288 storage tanks and fuel oil
- Energy Efficiency Act
- Boilers Regulation Under Regulation 16/86
- Environmental Protection Act
- Ontario Residential Tenancies Act 2006
- Landlord and Tenant Board
- Human Rights Code
- Safe Schools Act
- Smoke-Free Ontario Act 48/06
- Ontario Green Energy Act 2009

Policy Development, Implementation & Review

Policy #	Policy Title	Status
801	Use of School Facilities, Grounds and Equipment	Reviewed 2010 and by 2014
802	School Viability and Closure	Reviewed 2010 and by 2014
803	Facilities & Equipment	Reviewed 2008 and by 2012
804	Temporary Closing of Schools/Early Dismissal	Reviewed 2010 and by 2012
805	Naming of Educational Facilities	Reviewed 2010 and by 2014
806	Playground Projects and Equipment	Reviewed 2010 and by 2014
807	Facility Partnerships	Reviewed 2010 and by 2015
Procedures	Fall Protection Program	
	Confined Space Entry Procedure	
	Lock-Out Procedures	
	Daily/weekly/monthly inspections	
	Daily water flushing/monthly/annual testing	
	Quality Management Inspections	
	Building Control Procedures (new)	
	Asbestos Abatement procedures (new)	

Position Descriptions

- Facilities Manager
- West/East Area Supervisor
- Events and Services Coordinator
- Facilities Clerk – Community Use of Facilities
- Caretaker and Casual Caretaker – CUPE
- Head Caretaker – CUPE
- Trades Maintenance – CUPE
- Electrical Systems Technician – CUPE

(See Attached Job Descriptions)

Performance Indicators

Performance Measure

Client Satisfaction Score	2011-12	2012-13	2013-14	2014-15	2015-16
Quality Mgt Inspection - Board Avg.	84.32%	84.34%	84.34%		
Total Expenditure per Pupil ADE	\$921	\$916	\$1,053	\$989	\$1,013
Total Expenditure per sq. ft.	\$7.94	\$8.70	\$9.18	\$8.53	\$8.79
Utility Expenditure per sq. ft.	\$2.10	\$2.19	\$2.70	\$2.46	\$2.59
Custodial Expenditure per sq. ft.	\$4.06	\$4.23	\$4.01	\$3.78	\$3.90
Maintenance Expenditure per sq. ft.	\$1.36	\$1.77	\$1.92	\$1.91	\$1.80
Mgt/Spvr/Other Exp. per sq. ft.	\$0.42	\$0.51	\$0.56	\$0.39	\$0.50
Capacity Utilization - Elementary %	50%	47%	57%	61%	60%
Capacity Utilization - Secondary %	56%	54%	53%	51%	49%
Building Data					
Aver. Age Years - Original Construction	1972	1975	1975	1975	1975
Aver. Age Years - After Major Reno	1984	1984	1984	1984	1984
Area sq ft per Custodian FTE	20,926	19,613	19,481	19,699	19,789
Area sq ft per Maintenance FTE	75,759	71,005	67,315	68,066	68,379
Area sq ft per Pupil FTE (Schools)	225	214	213	211	212
Elementary Schools - Number	16.00	16.00	16.00	16.00	16.00
Elementary Schools - Pupil Cap.	4,963	5,256	4,363	4,363	4,451
Elementary Schools - Area sq. ft.	491,521	427,353	420,753	423,753	428,139
Elementary Schools - Pupil FTE	2,484	2,489	2,473	2,654	2,686
Secondary Schools - Number	5.00	5.00	5.00	5.00	5.00
Secondary Schools - Pupil Capacity	3,690	3,690	3,690	3,690	3,690
Secondary Schools - Area sq. ft.	478,310	478,310	478,310	485,816	485,816
Secondary Schools - Pupil FTE	2,071	1,995	1,950	1,868	1,820
Other Buildings - Number	3	3	2	2	2
Other Buildings - Pupil capacity	168	168	168	168	168
Other Buildings - Area sq. ft.	52,911	52,911	43,351	43,351	43,351
All Buildings - Number	25	24	23	23	23
All Buildings - Pupil capacity	8,821	9,114	8,221	8,221	8,309
All Buildings - Area sq. ft.	1,022,742	958,574	942,414	952,920	957,306

Staffing					
Management/Supervisory - FTE	5	5	5	5	5
Custodians - FTE	48.875	48.875	48.375	48.375	48.375
Maintenance - FTE	13.5	13.5	14	14	14
Total - FTE	67.375	67.375	67.375	67.375	67.375
Operating Expenditures					
Utilities (elect./gas/water)	\$2,150,511	\$2,097,061	\$2,542,082	\$2,342,686	\$2,477,220
Custodial	\$4,153,126	\$4,059,253	\$3,779,222	\$3,598,512	\$3,731,968
Maintenance	\$1,393,893	\$1,700,502	\$1,805,326	\$1,818,836	\$1,727,685
Mgt/Spvr/Other	\$427,529	\$487,126	\$529,084	\$370,434	\$477,340
Total	\$8,125,058	\$8,343,942	\$8,655,713	\$8,130,467	\$8,414,213
Capital Expenditures					
New Construction incl. F&E	\$1,706,135	\$3,338,284	\$2,658,881		\$2,264,466
Renovation incl. F&E	\$200,000	\$728,839	\$1,300,223		\$3,736,155
Other Furn. & Equip	\$20,000	\$96,854	\$106,952	\$17,993	\$269,146
Total	\$1,926,135	\$4,163,977	\$4,066,056	\$17,993	\$6,269,767
New Construction Cost per sq. ft.	\$450	\$400	\$400	\$400	\$439
Renovation Cost per sq. ft.	\$290	\$250	\$250	\$250	\$225



JOB DESCRIPTION – (Draft)

SITE/LOCATION: Facilities

TITLE: Facilities Manager

IMMEDIATE SUPERVISOR: Superintendent of Business

REVISION DATE:

EMPLOYEE GROUP: Non-Union

POSITION SUMMARY:

Under the direction of the Superintendent of Business, and within the policies and regulations of the Board, the Facilities Manager will be responsible for the effective management, planning and operational functions relative to the facilities of the Board.

QUALIFICATIONS:

SPECIFIC DUTIES:

Applies the collective agreements for caretaking/maintenance personnel and provide direction/guidance to Area Supervisors in resolving internal grievances and staffing problems.

Maintains effective communication and takes leadership role in the development and promotion of harmonious and effective working relations.

Ensure the appropriate level of work force with an effective pool of trained casual replacements, equipment and supplies are in place to efficiently meet the operational needs of the facilities within the financial capabilities of the Board.

That the work force is appropriately trained and that provision for ongoing training of work processes and procedures for safety matters are in place.

Establish procedures/set standards for the caretaking/maintenance of all facilities/grounds and implement a continuous appraisal of their condition.

Prepares an annual budget for all areas of the Facilities Department's operations, administrates the approved allocations and evaluates the activities to ensure efficiency and maximum economics.

Establish/maintain/review service contracts (inspections, snow removal, caretaking supplies, and leases). Responsible for the review, evaluation and approval of all materials and services

purchased for the facilities operation, including the preparation of specifications, quotes, proposals and/or tenders.

In consultation with principals, annually determine the maintenance needs of each building and establish procedures to carry out such work in a timely and efficient manner.

Maintains current inventories relative to all Board properties, develop forward plans for facilities, equipment programs and staffing.

Review and applies applicable legislation, regulations, bylaws and policies of the Board to ensure that the facilities and the operations comply with all requirements. Gathers data and prepares reports related to the Facilities Department for external authorities.

Assists in the preparation of the long term capital forecast, in consultation with the senior administration and principals assesses the need for new construction, additions, renovations or alterations to facilities and the related site. Administrate a selection process for professional consultants and advise the consultant during project design.

In conjunction with outside consultants, supervise major construction projects, assess all progress reports engaged by the Board and recommends appropriate action.

Administrate/coordination of budgets, contractors, and the tender of projects to meet program requirements, costs and timelines. Give direction/resolution regarding disputes and differences between consultant, contractor and outside agencies/ministries. Reviews all tenders received from outside contractors for construction, installation and costs.

Carries out research into new technology, evaluated the energy efficiency of existing systems and keep informed relative to current trends and developments in the field of facilities, maintenance and construction.

Establish building equipment and material standards to be used throughout the Board facilities.

The Manager will attend meetings of Administrative Council, the Board and/or its committees as required.

Carry out any other duties and/or responsibilities as assigned.

WORKING CONDITIONS:

School based duties require light to moderate physical effort with the occasional heavy effort needed to fulfill functional requirements. Hours may vary in accordance with area demands and may extend into evening or weekend work. Frequent travel within assigned area is necessary.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.



JOB DESCRIPTION

SITE/LOCATION:	Kenora Board Office
TITLE:	Assistant Manager – Facility Operations & Maintenance
IMMEDIATE SUPERVISOR:	Facilities Manager
REVISION DATE:	January 1, 2016

POSITION SUMMARY:

Under the direction of the Facilities Manager, and within the policies and regulations of the Board, the Assistant Manager, Facility Operations & Maintenance will manage the planning, organizing, implementation and the operation of school-based caretaking and maintenance functions for all facilities within the Board. Oversee and directs the maintenance and repairs of facility systems. Works in cooperation with other Facilities management personnel to ensure the successful completion of projects undertaken with Board maintenance employees.

QUALIFICATIONS:

A certificate or diploma in a recognized facilities management program and/or a trade certificate (electrician, carpenter, refrigeration, plumbing, etc.). A minimum of five (5) years of experience in facilities management in a unionized, institutional setting (e.g. school, hospital, municipality). Computer skills including office suite software, building control systems, and web-based applications. Strong interpersonal, oral and written communication skills are mandatory. Tact and confidentiality are also essential.

SPECIFIC DUTIES:

- A. In consultation with the Facilities Manager and School Principals, manages and directs the caretaking and maintenance operation of school facilities.
- B. Advises the Facilities Manager on the appointment, placement, dismissal or promotion of members of the maintenance and caretaking staff within the confines of the collective agreement.
- C. Coordinates training for summer staff, casual staff, maintenance and caretaking staff across the Board. This training may include equipment handling and operation, proper and safe work procedures, and efficiency procedures for all aspects of the maintenance and caretaking operation. Supervises summer staff in all areas with the assistance of head caretakers or maintenance staff as required.

- D. Ensures emergency maintenance work is carried out in an efficient and timely manner and undertakes appropriate action, in consultation with the Facilities Manager, in major water and sewer, gas power or heating plant failures.
- E. Implements and maintains building control systems including HVAC, fire alarms, intrusion alarms, security systems, etc.
- F. Monitors facility conditions using building control software and makes adjustments as needed.
- G. Where required and in conjunction with the Facilities Manager, coordinates Board capital projects undertaken by Board staff including scheduling of staff and materials for these projects.
- H. May serve as a management member of the OH & S Committee.
- I. Makes recommendations and investigates issues pertaining to OH & S.
- J. Under the direction of the Facilities Manager, may undertake facilities inspections and make recommendations concerning identified deficiencies.
- K. Assist in the evaluation process of new and existing maintenance and caretaking equipment.
- L. Under the direction of the Facilities Manager, perform periodic inspections and reports on facility operational infrastructure.
- M. Maintains a current inventory of facility equipment.
- N. Assists in the preparation of the annual Facilities operations and maintenance budget; monitors budget versus actual and recommends corrective action in response to actual or projected budget variances.
- O. In conjunction with School Principals, selects building repairs or improvements to be funded by school budget allocations intended for such purpose.
- P. Promotes harmonious and effective working and communication processes with Principals, colleagues and all other staff.
- Q. Other related duties assigned by the Facilities Manager.

WORKING CONDITIONS:

Light to moderate physical effort with the occasional heavy effort needed to fulfill functional requirements. Hours may vary in accordance with job demands and may extend into evening or weekend work. Extensive vehicle travel throughout the Board is necessary.



JOB DESCRIPTION

SITE/LOCATION: Kenora Board Office

TITLE: Assistant Manager, Facility Planning & Development

IMMEDIATE SUPERVISOR: Facilities Manager

REVISION DATE: April 4, 2016

POSITION SUMMARY:

Under the direction of the Facilities Manager, and within the policies and regulations of the Board, the Assistant Manager, Facility Planning & Development, will be responsible for the planning, construction and renovation of the Board's facilities. Provides administrative support and analysis during pupil accommodation reviews. Responsible for maintaining facilities data including building and site conditions, energy consumption, capacity utilization, and capital expenditures. Responsible for improving energy efficiency, promoting energy conservation, and reducing waste. Manages lease and rental agreements for the Board and oversees the Community Use of Schools program. Supervises the DRTCC Events Coordinator and the Facilities Clerk.

QUALIFICATIONS

A High School Diploma and valid Class G Drivers' Licence with access to a personal vehicle are required. A Post-secondary degree or diploma in Architecture, Engineering, Building Sciences, or Project Management and/or five years of experience in construction and/or project management is preferred. An equivalent diploma or certificate program and/or experience as determined by the Board may be considered. Proficiency with a range of current software programs including Microsoft Office Suite, Building Automated Control systems, Computer-Aided Design, and web-based applications is required. Strong interpersonal, oral and written communication skills are mandatory. Tact and confidentiality are also essential.

SPECIFIC DUTIES

- a) Develop Capital Plans, in consultation with stakeholders and authorities, assesses the need for new construction, additions, renovations or alterations to facilities and the related site, to effectively right-size and manage excess capacity in schools by undertaking an accommodation review process, identify and develop potential partnerships opportunities in underutilized schools.
- b) Develop scope of projects from Capital Plan for consultant and contractors, administrate/coordination of budgets and the tender of projects to meet program requirements, costs and timelines. Give direction/resolution regarding disputes and differences between consultant, contractor and outside agencies/ministries. Reviews all tenders received from outside contractors for construction, installation and costs.
- c) Administers selection processes for professional consultants and advises the consultants during project design.
- d) Supervise construction projects and liaise with project proponents, track/monitor projects and payments, accountable for project budgets and all project documentation, providing progress status updates for senior staff. Act as the Board representative throughout all stages of projects including site inspections with all stakeholders and recommends appropriate action as needed.
- e) Works in cooperation with other Facilities management personnel to ensure the successful completion of projects undertaken with Board maintenance employees.
- f) Assists the Facilities Manager or other senior staff during accommodation reviews including the preparation of reports, coordination of meetings, and analysis of pupil accommodation options
- g) Carries out research into new technology, evaluated the energy efficiency of existing systems and keep informed relative to current trends and developments in the field of facilities, maintenance and construction. Maintains a current inventory of facility infrastructure equipment.
- h) Responsible for the management of the gas and electricity commodity through the MOE Utility Consumption Database and as an active member of utility purchase programs, being an integral part of the review and approval of the energy buying strategies. Seeks out and secures incentives, rebates, etc. related to utilities.
- i) Responsible for implementing, tracking, and monitoring energy efficiencies, ensuring accurate records are maintained and energy data is collected regularly, including coordinating reports for legislated requirements
- j) Implements, maintains and manages existing building automation system with outsourced, consultants/vendor and monitoring services, investigating, testing new energy saving technologies and makes adjustments as needed.
- k) Responsible for the implementation/reporting of Community Use of Schools, Priority Schools, all leases & permits pertaining to facility use.

- l) Manage the oversight/operation of the Dryden Regional Training & Cultural Centre programs and events.
- m) Data management of School Facilities Inventory System (SFIS) and Total Capital Planning Solution (TCPS) and VFA facility updated.
- n) Review and applies applicable legislation, regulations, bylaws and policies of the Board to ensure that the facilities and the operations comply with all requirements. Gathers data and prepares reports related to the Facilities Department for external authorities.
- o) Ensures major emergency maintenance work is carried out in an efficient and timely manner and undertakes appropriate action, in major water and sewer, gas power or heating plant failures.
- p) Will undertake regular facilities inspections and make recommendations concerning identified deficiencies on facility operational infrastructure.
- q) Assists in the preparation of appropriate portions of the annual Facilities operating and capital budget; monitors budget versus actual and recommends corrective action in response to actual or projected budget variances.
- r) In conjunction with School Principals, selects building repairs or improvements to be funded by school budget allocations intended for such purpose.
- s) Promotes harmonious and effective working and communication processes with Principals, colleagues and all other staff.
- t) Other related duties assigned by the Facilities Manager.

Working Conditions:

Incumbent works in a pleasant office atmosphere with only light to moderate physical effort necessary with occasional heavy effort needed to fulfill functional requirements. Hours may vary in accordance with job demands and may extend into evening or weekend work. Extensive vehicle travel throughout the Board is necessary.



JOB DESCRIPTION

SITE/LOCATION: Dryden Regional Training and Cultural Centre (DRTCC)

TITLE: Events and Services Coordinator

IMMEDIATE SUPERVISOR: Facilities Manager

REVISION DATE: January, 2008

EMPLOYEE GROUP: Non Union

POSITION SUMMARY:

Under the direction of the Facilities Manager and within the policies and regulations of the Board, the Events and Services Coordinator will assist in the planning, organizing, implementation and operation of the Dryden Regional Training and Cultural Centre (DRTCC) events and services functions. Responsible for the strategic areas of operation, leadership, coordination, management, promotion and sales of the events and services delivered at the DRTCC. Advises and assists in the maintenance and repairs to the DRTCC facility systems including site representation for the Board related to any capital projects.

QUALIFICATIONS:

Grade 12 education and a valid Class G drivers' licence are required. Post secondary education in business administration or an equivalent combination of technical training and experience in administration or maintenance or the entertainment/hospitality industry is preferred. Strong interpersonal, oral and written communication skills are mandatory. Maintenance experience in an institutional setting (school, hospital, municipal) would be an asset. Computer application and technical skills are required.

SPECIFIC DUTIES:

1. Assists the Facilities Manager on the appointment, placement, dismissal or promotion of staff associated with the events/facilities operation of the DRTCC.
2. Responsible for developing and managing budgets, forecasts and operational plans for the events/facilities operation of the DRTCC. This includes cost analysis and evaluation of events/sales, and development of processes for invoicing, providing estimates for customers, etc.
3. Responsible for supervising staff within the events and facilities operation of the DRTCC.
4. Creates, manages, implements and sustains an operational model for activities within the events and facilities, including work systems and processes.

5. Develops and manages operating plans and accompanying budgets for the events and facilities as well as other sale initiatives (e.g. printing).
6. Responsible for the sales and promotion of the facility including pursuit of sponsorship development, proposal/funding research and implementation, business/conference opportunities, vending product sales and accountability and identifying prospect markets, all within a well developed marketing plan that assures the organization and its mission, programs, products and services are consistently presented.
7. Responsible for customer service leading to consistent repeat and new business.
8. Responsible for all aspects of facility and event management including planning, implementation, scheduling, problem-solving, safety and logistics. This includes all facility, equipment, physical set up and personnel requirements. Directs the maintenance, repair and upkeep of the facility, equipment, grounds and maintenance operations. Develops and recommends policies and procedures for use and security of the facility. Resolves issues for tenants and customers in accordance with established policies and procedures. Promotes ongoing communication with facility partners to resolve issues and develop utilization plans.
9. Creates and sustains working relationships with all internal and external contacts including casual staff, regional businesses, corporations and organizations.
10. In conjunction with the Facilities Manager, assists in the coordination of any capital projects at the DRTCC.
11. May serve as a management member of the Joint Occupational Health and Safety Committee in accordance with the Board's Occupational Health and Safety Policy and Procedures. This would include making recommendations and investigating issues pertaining to health and safety, as well as conducting facilities inspections.
12. Assists in the evaluation process of new and existing maintenance and caretaking equipment associated with the DRTCC.
13. Assists the Facilities Manager with the preparation of the annual budget pertaining to the DRTCC.
14. Other related duties as assigned by the Facilities Manager.

WORKING CONDITIONS:

DRTCC based duties require light to moderate physical effort with occasional heavy effort needed to fulfill functional requirements. Hours may vary in accordance with area demands and may extend into evening or weekend work. Occasional travel within the geographic area is necessary.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.



JOB DESCRIPTION

SITE/LOCATION: Kenora Education Centre

TITLE: Facilities Clerk – Community Use of Schools (0.5 FTE)

IMMEDIATE SUPERVISOR: Facilities Manager

REVISION DATE: June 17, 2010

EMPLOYEE GROUP: O.S.S.T.F. – O/C/L

POSITION SUMMARY:

Under the direction of the Facilities Manager or designate responsible for collecting data, maintaining accurate records, and preparing reports for the Community Use of Schools program. Prepares permits, leases and other documents pertaining to facility use. Maintains other data and records related to facility operations. Communicates with user groups and external organizations. Involvement with school administrative assistants, Finance staff, facility user groups, as well as other stakeholders occurs on a daily basis.

QUALIFICATIONS:

High School diploma required. College diploma in an office discipline preferred. Equivalent qualifications and/or expertise as determined by the Human Resources Manager may be considered. Demonstrated experience in a Windows environment and proficiency in the Microsoft Office Suite required. Willingness and ability to acquire skills in data base, accounting, and other related software applications is essential. The following attributes are necessary: excellent office skills; ability to deal with tact and sound judgement in oral and written communications with staff and the public; the ability to organize and complete work assignments with minimum supervision; and the ability to work independently in a team environment. Previous experience in an office environment will be preferred.

SPECIFIC DUTIES:

WORKING CONDITIONS:

Incumbent works in a pleasant office atmosphere with frequent interruptions and varying noise levels. Potential exists for contact with confrontational stakeholders. Light to moderate physical effort normally required including routine walking, sitting or standing. Occasional heavy effort may be required in carrying or stocking supplies. Constant visual concentration is necessary. Manual dexterity with repetitive tasks is required. Some travel to meetings within the jurisdiction of the Board may be required.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.



JOB DESCRIPTION

SITE/LOCATION:	Facilities
TITLE:	Head Caretaker
IMMEDIATE SUPERVISOR:	Principal/Area Supervisor
REVISION DATE:	September 1, 2006
EMPLOYEE GROUP:	C.U.P.E.

POSITION SUMMARY:

Under the supervision of the Principal/Area Supervisor or designate, responsible for all caretaking aspects of the facility and grounds. Head Caretaker supervises a staff comprised of caretakers, casual caretakers and students. Implements and follows guidelines within the Caretakers Manual/Plan Assist. The incumbent may be assigned to system-wide work where required.

QUALIFICATIONS:

Grade 12 education or equivalent required. Minimum of five (5) years of experience in related work and knowledge of commercial cleaning products, materials and applications as well as knowledge of cleaning procedures as they relate to public buildings is preferred. Good communication skills, ability to perform the duties of the position, a demonstrated ability to follow and provide oral and written instruction, and leadership skills are essential.

SPECIFIC DUTIES:

1. Communicates with Principal on a daily basis to ensure a safe, secure and clean environment is maintained in all buildings and outside grounds.
2. Supervises regular and casual caretaking staff and student employees. Provides recommendations regarding the hiring of permanent staff, training for new employees and ensures that all caretaking staff follow safety regulations. Assists in establishing/implementing work schedules and monitoring work behaviour/performance of all caretaking staff.
3. Fulfills caretaking responsibilities within a designated area. (See specific duties in Caretaker/Casual Caretaker Job Description).

4. In conjunction with the Principal, co-ordinates permits for community use of school, oversees the public use of the facility, assists with set up and proper and safe use of equipment and allocates overtime as required for supervision or cleaning.
5. Maintains inventory of caretaking supplies. Responsible for ordering and distributing supplies within the school.
6. Responsible for ensuring caretaking equipment is properly and safely utilized and maintained.
7. Conducts regular tours of facility, maintaining employee time records and inspecting work performed by caretaking personnel.
8. Transports or assembles equipment, furniture and supplies as required.
9. Prepares and maintains files on work orders, committee reports, vandal reports, equipment services, resource files, etc.
10. Performs minor ground maintenance which may include but is not limited to, snow removal from entrances, walkways, roof etc., salting/sanding, removal of garbage from grounds and attending to flowers/shrubbery.
11. Other related duties as assigned.

WORKING CONDITIONS:

Incumbent works in school/office setting which is a generally agreeable atmosphere. Light to moderate with occasional heavy physical effort normally required including routine walking, dynamic standing to perform caretaking duties and regular pushing/pulling of equipment, regular bending/stooping and reaching forward from knee to shoulder height. Occasional heavy effort may be required in carrying or stocking supplies and/or moving equipment. Constant visual concentration is necessary. Frequent handling and gripping.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.



JOB DESCRIPTION

SITE/LOCATION: Facilities

TITLE: Caretaker/Casual Caretaker

IMMEDIATE SUPERVISOR: Principal/Area Supervisor

DATE: September 1, 2006

EMPLOYEE GROUP: C.U.P.E.

POSITION SUMMARY:

Under the supervision of the Principal/Area Supervisor or designate, responsible for all caretaking aspects of the facility and grounds. Implements and follows guidelines within the Caretakers Manual/Plan Assist. The incumbent may be assigned to system-wide caretaking work where required.

QUALIFICATIONS:

Grade 12 education or equivalent required. Good communication skills, ability to perform the duties of the position and a demonstrated ability to follow oral and written instructions is required. Knowledge of commercial cleaning products, materials and applications as well as knowledge of cleaning procedures as they relate to public buildings is preferred.

SPECIFIC DUTIES:

1. Communicates with Principal or Head Caretaker, where applicable, on a daily basis to ensure a safe, secure and clean environment is maintained in all buildings and outside grounds.
2. Fulfills caretaking responsibilities on a regular daily basis that are associated with the cleanliness and upkeep of all buildings and outside grounds.
3. Ensures building is secure and locked.
4. Provides guidance and/or training to casual caretaking and summer staff.
5. Ensures that permit holders adhere to regulations related to the use of facilities. Investigate unauthorized activities in or on grounds of school and reports subsequent problems to supervisor and proper authorities, including vandalism, break-ins and fire alarms. Assist permit holders with set up and proper use of equipment and reports associated overtime as required for supervision or cleaning.

6. Prepares work orders in co-operation with Principal or Head Caretaker, where applicable, for repairs and maintenance as required.
7. Requisitions and maintains an inventory of caretaking supplies.
8. Responsible for safely operating all machinery associated with the duties and ensuring equipment is properly utilized and maintained.
9. Performs minor ground maintenance which may include but is not limited to, snow removal from entrances, walkways, roof etc., salting/sanding, removal of garbage from grounds and attending to flowers/shrubbery.
10. Other related duties as assigned.

WORKING CONDITIONS:

Incumbent works in school/office setting which is a generally agreeable atmosphere. Moderate with occasional heavy physical effort normally required including routine walking, dynamic standing to perform all duties and frequent pushing/pulling of equipment, frequent bending/stooping and reaching forward from knee to shoulder height. Occasional heavy effort may be required in carrying or stocking supplies and/or moving equipment. Constant visual concentration is necessary. Constant handling and frequent gripping. Incumbent may work alone in a school/office building.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.



JOB DESCRIPTION

SITE/LOCATION:	Facilities
TITLE:	Electrical Systems Technician
IMMEDIATE SUPERVISOR:	Area Supervisor
REVISION DATE:	September 1, 2006
EMPLOYEE GROUP:	C.U.P.E.

POSITION SUMMARY:

Under the supervision of the Area Supervisor or designate, responsible for all electrical maintenance aspects of the plant, buildings, grounds and related equipment of the school(s). In partnership with the Area Supervisor, prioritizes work requests as to need and urgency. May be assigned to system maintenance work as required by the Area Supervisor(s).

QUALIFICATIONS:

Grade 12 education or equivalent, as well as a valid electrical trade certificate required. Experience in electrical repairs is necessary. A valid Class G driver's license is essential. Must be able to work independently as well as in a team environment. Good organizational, communication and interpersonal skills are essential.

SPECIFIC DUTIES:

1. Communicates with Area Supervisor on a daily basis to ensure safe and secure facilities, equipment and grounds.
2. Responsible for the operation, repair and maintenance of all control systems, fire alarms systems, security/video surveillance systems, public address systems and the electrical distribution within all schools.
3. Seeks appropriate guidance from Area Supervisor(s) with regard to building acts and regulations and Facilities budget expenditures.
4. Performs maintenance and repairs to electrical facility systems, including but not limited to lighting, heating, security, public address, electrical, equipment and air handling apparatus.
5. Interprets problems and applies skills, knowledge and judgment to correct situations.

6. Responsible for ensuring that safety practices are constantly adhered to while performing any duties.
7. Purchases regular materials, supplies and equipment for repairs and construction. Advises and seeks approval from Area Supervisor when larger expenditures are required.
8. Attends to emergency calls from Principal(s), Fire or Police Department, as required.
9. Prepares reports as required (i.e. vandalism report, energy consumption, repairs, equipment service and maintenance log, surveillance tapes, etc.)
10. Assigns duties to students/helpers and provides guidance or training if necessary.
11. Responsible for operating and maintaining board vehicles in a safe manner.
12. Investigates unauthorized activities in or on grounds of school and reports subsequent problems to supervisor and proper authorities, including vandalism, break-ins and fire alarms.
13. Maintains systems to provide for regular preventative maintenance and related records.
14. Responsible for the daily monitoring/evaluation of building environment and efficient operation through control systems, trending information, responding to alarms, establishing occupancy and holiday scheduling within control program for individual schools.
15. Performs housekeeping in their work areas.
16. Other related duties as assigned.

WORKING CONDITIONS:

Incumbent works in school/office setting which is a generally agreeable atmosphere. Regular outdoor work is often required. Moderate with regular heavy physical effort normally required including routine walking, dynamic standing to perform duties and regular pushing/pulling of equipment, regular bending/stooping and reaching forward from knee to shoulder height and above shoulder height. Occasional heavy effort may be required in carrying or stocking supplies and/or moving equipment. Constant visual concentration is necessary. Frequent handling and gripping.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.



JOB DESCRIPTION

SITE/LOCATION:	Facilities
TITLE:	Trades Maintenance
IMMEDIATE SUPERVISOR:	Principal/Area Supervisor
REVISION DATE:	September 1, 2006
EMPLOYEE GROUP:	C.U.P.E.

POSITION SUMMARY:

Under the supervision of the Principal(s)/Area Supervisor or designate, responsible for all maintenance aspects of the plant, buildings, grounds and related equipment of the school(s). In partnership with the Principal(s)/Area Supervisor, prioritizes work requests as to need and urgency. May be assigned to system maintenance work as required by the Area Supervisor(s).

QUALIFICATIONS:

Grade 12 education or equivalent, as well as a valid trade certificate (electrical, plumbing, carpentry, etc.) or equivalent experience required. Experience in minor electrical, plumbing, carpentry repairs is necessary. A valid Class G driver's license is essential. Must be able to work independently as well as in a team environment. Good organizational, communication and interpersonal skills are essential.

SPECIFIC DUTIES:

1. Communicates with Principal(s) on a daily basis to ensure safe and secure facilities, equipment and grounds.
2. Seeks appropriate guidance from Area Supervisor(s) with regard to building acts and regulations and Facilities budget expenditures.
3. Performs maintenance and repairs to facility systems, including but not limited to plumbing, heating, minor electrical, furnishings, equipment, air handling apparatus, glazing, roofing, septic and underground wells.
4. Interprets problems and applies skills, knowledge and judgment to correct situations.
5. Responsible for ensuring that safety practices are constantly adhered to while performing any duties.

6. Builds repairs and/or installs furnishings and equipment.
7. Performs minor repairs and construction, as required.
8. Purchases regular materials, supplies and equipment for repairs and construction. Advises and seeks approval from Area Supervisor when larger expenditures are required.
9. Performs maintenance and landscaping of grounds and related equipment including but not limited to snow removal from entrances, walkways, roofs, etc., salting/sanding, removal of garbage from grounds and attending to lawn/flowers/shrubbery. Maintains, inspects, repairs and installs playground equipment.
10. Attends to emergency calls from Principal(s), Fire or Police Department, as required.
11. Prepares reports as required (i.e. vandalism report, energy consumption, repairs, equipment service and maintenance log, etc.)
12. Assigns duties to students/helpers and provides guidance or training if necessary.
13. Transports or assembles equipment, furniture and supplies as designated.
14. Performs minor electrical repairs as required.
15. Responsible for operating and maintaining board vehicles in a safe manner.
16. Ensures building security is maintained and that burglar and fire alarms are operating. Investigates unauthorized activities in or on grounds of school and reports subsequent problems to supervisor and proper authorities, including vandalism, break-ins and fire alarms.
17. Maintains systems to provide for regular preventative maintenance, work order systems, and related records.
18. Performs housekeeping in their work areas.
19. Other related duties as assigned.

WORKING CONDITIONS:

Incumbent works in school/office setting which is a generally agreeable atmosphere. Regular outdoor work is often required. Moderate with regular heavy physical effort normally required including routine walking, dynamic standing to perform duties and regular pushing/pulling of equipment, regular bending/stooping and reaching forward from knee to shoulder height. Occasional heavy effort may be required in carrying or stocking supplies and/or moving equipment. Constant visual concentration is necessary. Frequent handling and gripping.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.