



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.