

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, administrates 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 labour 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.