

**Director of Facility Operations and Maintenance  
District Office (Sherwood Park)  
Competition #09/151N**

Elk Island Catholic Schools (EICS) serves the communities of Camrose, Fort Saskatchewan, Strathcona County (Sherwood Park) and Vegreville in central Alberta. Sixteen schools throughout the division serve over 5,800 students. The EICS Education Centre is located in Sherwood Park, where the Superintendent of Schools, along with a team of administrators, carries out the daily administration of the Division.

Reporting to the Secretary Treasurer, the Director of Facility Operations and Maintenance is a non-association position within Elk Island Catholic Schools (EICS). The Director of Facility, Operations and Maintenance is responsible for directing and managing the Operations and Maintenance section of the EICS Facilities Department. Responsibilities include developing, implementing and supervising programs and projects in order to meet the daily operational and maintenance requirements of all Division facilities – including schools, grounds and equipment.

Qualifications for this position include:

- Civil or Mechanical Engineering Degree and/or related Diploma from a recognized technical institute.
- Minimum of five years experience in either plant engineering or as a director of buildings and grounds.
- Knowledge of operations, maintenance, caretaking, mechanical and electrical operations, building structures and construction trades.
- Highly motivated with a proven track record of supervisory, leadership and administrative capabilities.
- Ability to communicate effectively with staff at all levels, as well as outside agencies, contractors and suppliers.

Salary will be commensurate with education and experience. Please include with your resume: a letter of application – quoting **Competition #09/151N**, salary expectations and a minimum of three references. Applications will be received **until 4:00 p.m., June 18, 2010** by:

Mr. Joe Weleschuk  
Assistant Superintendent – Human Resource Services  
Elk Island Catholic S.R.D. #41  
160 Festival Way  
Sherwood Park, Alberta  
Fax: (780) 467-5469 / Email: [apply@eics.ab.ca](mailto:apply@eics.ab.ca)

***We thank all applicants for their interest but only those being considered to advance in the selection process will be contacted.***

## **POSITION DESCRIPTION**

### **ROLE DESCRIPTION**

Manages the Office of Facility Operations and Maintenance and is responsible for developing, implementing, and supervising programs and/or projects to meet the daily operational and maintenance requirements of the School Division's facilities. Directs and manages all phases of the operation and maintenance department to ensure safe and efficient operations of all Division facilities, schools, grounds and equipment.

### **KNOWLEDGE, EDUCATION AND EXPERIENCE**

Civil or Mechanical Engineering Degree and/or related Diploma from a technical institute. Require a minimum of five years in plant engineering or as a director of buildings and grounds. Require sound knowledge of operations, maintenance, caretaking, mechanical and electrical operations, building structures and construction trades. Require a highly motivated person with proven supervisory, leadership and administrative capability. The Director must possess the ability to communicate orally and in writing effectively with staff at all levels, outside agencies, contractors and suppliers. **Job Goal:** To provide all students and staff with a physical learning environment that is at once safe, clean, pleasant, attractive, and smoothly functioning.

### **DUTIES AND RESPONSIBILITIES**

1. Makes recommendations for hiring, assignment, termination, approving appointments of all personnel encompassed within the area of facility operations and maintenance, establishes standards of performance, directs staff training and prepares staff evaluation reports as required.
2. Provides leadership for the department to foster staff morale, productivity, and staff development.
3. Formulates or amends policies, procedures and guidelines related to the facility operation.
4. Establishes the organizational structure for the department, develops goals and objectives, monitors operations, holds regular meetings, prepares plans, schedules and reports to facilitate strong communications with staff.
5. Provides students and staff with a clean, safe, and healthy environment through effective supervision, education and established standards for custodial staff.
6. Maintains all Division building and grounds through preventive maintenance programs and ongoing day to day repair (painting, electrical, mechanical, structural).

7. Manages energy awareness and implements energy management measures to reduce utilities consumption.
8. Facilitates school site greening projects and advises on playground projects.
9. Facilitates recycling and effective environmental practices programs.
10. Provides continuous supply of utilities (power, gas, water and sewage) to all sites.
11. Co-ordinates rentals in school facilities by community users.
12. Prepares the annual budget for the Operations and Maintenance Department and oversees expenditures to maintain budget control.
13. Oversees and/or arranges for the purchase of goods and services for the Facilities Department.
14. Inspects all school buildings, grounds, and installations on a regular basis ensuring compliance with building codes and regulations and that high standards of workmanship, cleanliness, safety and security are maintained.
15. Assigns use of all vehicles for the Department and schedules for their maintenance with the appropriate outside vendor(s). Recommends the purchase of new and/or replacement vehicles and equipment.
16. Supervises distribution of departmental supplies, materials, and equipment. Establishes inventory control and an appropriate security system to safeguard these items.
17. Oversees or arranges for the processing and executing of work service requisitions received from schools and other departments.
18. Supervises the delivery services within and outside of the School Division and responds to immediate needs of schools.
19. Recommends and supervises approved systems and procedures for the protection and preservation of the Division facilities including key security.
20. Responsible for fire, security and mechanical alarm response.
21. Oversees and prepares reports on all break-ins and vandalism.

22. Arranges for toxic round up and hazardous waste management in the Division.
23. Ensures staff are trained in WHMIS, TDG, First Aid, Harness Protection, Hoisting and Lifting.
24. Manages the Division telephone and communications systems.
25. Attends conferences, seminars and courses relation to facility operation and maintenance.
26. Such other duties and responsibilities as set forth by the Secretary-Treasurer.