



Director of Facilities

Reporting to the Secretary-Treasurer, the Director of Facilities leads the strategic planning, implementation, monitoring and evaluation of the Facilities Department. The Director is responsible for the management and reporting of all capital project and infrastructure maintenance renewal/capital maintenance renewal projects. The Director develops, in consultation with the Secretary-Treasurer and Superintendent, the Divisions' three year and ten year capital plans.

The successful candidate will possess a Red Seal Trade Certificate in Carpentry, Construction or related discipline and a minimum of five years senior leadership experience. This position requires extensive knowledge of facility operations and maintenance, project management, contract review and financial management of capital and operational budgets. The Director must possess proven leadership capability to work collaboratively and build positive relationships with Division leadership, staff, external contractors and government authorities.

The Director of Facilities is responsible for:

1. Provide students, staff and visitors with a clean, safe and healthy environment.
2. Create and amend policies and procedures related to department operations.
3. Establish and monitor department assurance goals and priorities.
4. Oversee operations, maintenance and security of division property including buildings, equipment and grounds.
5. Manage all phases of capital construction projects, acting as the Division liason with contractors, municipalities and provincial authorities.
6. Recommend for hire, evaluate, and educate department staff; establishing standards of performance and training.
7. Provide leadership to foster a positive, organization focused team.
8. Liason for school playground projects and maintenance.
9. Manage Division utilities (power, gas, water and sewage).
10. Implement energy management measures to reduce utility consumption.
11. Co-ordinate rental of facilities.
12. Prepare and monitor the annual department budget.
13. Create and submit provincial reports required for capital projects and facility maintenance.
14. Oversee and/or arrange for the purchase of goods and services for the Facilities Department.
15. Inspect all Division buildings, grounds, and installations on a regular basis to ensure

compliance with building codes and regulations and a high standard of workmanship, cleanliness, safety and security.

16. Assign and maintain Division vehicle assets for the Department. Make recommendations regarding the purchase of new and /or replacement vehicles and equipment.
17. Maintain records for the Facilities department as required.
18. Supervise distribution of departmental supplies, materials, and equipment. Establish and maintain inventory with appropriate security to safeguard assets.
19. Oversee the process and execution of facility service requisitions.
20. Supervise delivery services within and outside of the School Division.
21. Manage fire, security and mechanical alarm response.
22. Facilitate effective environmental practices and programs.
23. Oversee and prepare reports on all break-ins and vandalism.
24. Arrange hazardous waste management in the Division.
25. Ensure staff are trained in WHMIS, TDG, First Aid, Harness Protection, Hoisting and Lifting and other safety training as required.
26. Attend conferences, seminars and courses related to facility operation and maintenance.
27. Other duties and responsibilities as assigned by the Secretary-Treasurer.