

qathet School District
Class Specification
FACILITIES MANAGER (3.11)



DESCRIPTION

Under the direction of the Operations Manager or the School Principal or designate, the Facilities Manager will provide service to students, staff and the public using the facility by ensuring that the facility is clean, safe and secure. The Facilities Manager will provide general maintenance and monitoring of all facility equipment and HVAC systems. This position requires the ability to supervise staff and assign work, make decisions, act independently, and to interact positively with the staff, students, parents and the public while being able to work a flexible schedule to include evenings and weekends.

DUTIES AND RESPONSIBILITIES

- Supervision of facility custodial staff which will include assigning areas to be cleaned by custodians, establishing work priorities, explaining work procedures, inspecting cleaning results and initiating improvements where necessary
- Order and distribute custodial equipment and supplies necessary to efficiently clean and maintain the facility
- Reassign custodial work and/or priorities, as necessary, to accommodate employee absences and facility use requirements and to ensure that the facility continues to be maintained to a level which will not endanger the health and safety of the staff, students and others
- Provide clear direction and feedback to regular and/or relief custodians on the custodial, security and safety needs of the facility
- Provide input to the facility Administrator(s) and/or the Operations Manager regarding the performance and conduct of supervised staff
- Clean the facility, including grounds, building and its contents, to an acceptable standard of cleanliness using established methods and/or equipment
- Remove snow and ice from sidewalks and entrances to provide for safe entry and exit of the facility by students, staff and public
- Establish a communication link between the regular and/or relief custodians and the school staff to respond to non-routine needs of the facility and staff
- Provide information on WHMIS and applicable safety procedures to custodial staff
- Test or check fire and emergency equipment in accordance with regulatory requirements
- Ensure that custodial staff assigned to the facility are familiar with the intrusion alarm system
- Monitor and adjust the facility heating and ventilation systems to ensure an appropriate environment for the occupants subject to the capability of the physical plant equipment
- Communicate problems of an emergent nature to the Operations Department in a timely manner and submit a work order for all required repairs

- Assist the facility Administrator(s) in planning and coordinating the use of the facility for programs and events
- Set up and take down furniture, stages, etc. as required
- Carry out minor maintenance in and around the facility in a safe manner
- Maintain records as required
- Orient all new district staff to the facility as per new workplace OH & S regulations
- Foster and maintain effective working relationships with staff, students and public through the use of appropriate communication
- Carry out other duties as assigned by the Administrator or designate which are within the scope and capabilities of the position

QUALIFICATIONS AND EXPERIENCE

Education

- Completion of Grade 12 or equivalent
- Trades certification
- Building Service Worker Certificate
- Boiler Operator Certificate
- Completion of a Supervisory or Management Skills course from a recognized post-secondary institution
- Occupational Health and Safety Training
- Level 1 First Aid Certification
- Valid BC Class 5 Drivers License

Experience

- Two years of custodial experience in an institutional setting
- Two years experience as a journeyman in a commercial or institutional setting

Knowledge

- Knowledge of custodial practices and procedures
- Knowledge of the principles of supervision and leadership
- Knowledge of records management
- Knowledge of current computer applications including word processing, spreadsheet and e-mail applications

Skills and Abilities

- Ability to communicate effectively with staff, students, parents, contractors and public
- Ability to work independently and as a team
- Ability to make decisions
- Effective written and oral communication skills
- Ability to organize and prioritize workload
- Ability to train and evaluate staff
- Demonstrated mechanical and electronic aptitude

Occupational Requirements

- Sufficient physical strength, health and coordination to perform the duties and responsibilities of the position
- Able to occasionally lift up to 18 kg (40 lbs) and operate related equipment

September 2006
Amended: February 2012