



Building Operator

Position Profile: The Building Operator is responsible for the day to day operations of the school facility as it relates to cleaning and maintenance, to ensure a safe and efficient environment and improve student outcomes through well maintained facilities.

Directly Reports To: Principal and Caretaker Coordinator

In-Directly Reports: Facilities Manager or designate

Duties & Responsibilities

This position provides direct supervision to caretakers and building technicians in their specified facility.

Without restricting the generality of the general description above, the Building Operator shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Direct the daily Caretaking and Building Technician schedules and resources required to effectively and efficiently complete tasks in a timely manner, providing assistance when required.
- Prepare administrative documents such as timesheets and leaves of absences.
- Assist Caretaker Coordinator in providing leadership in the development and training of caretaking staff.
- Assist Caretaker Coordinator in providing leadership including planning, coaching, and reviewing work performance.
- Coordinate facilities rentals in conjunction with school administration including preparations, staffing, cleanup, and administration.
- Responsible for the grounds maintenance including grass cutting, weed and pest control and snow removal.
- Responsible for daily building maintenance: repairing minor items with the support of the Building Technician and reporting service requests to the Facilities Supervisor on FAME.
- Support Facilities Supervisor with the daily monitoring requirement for facilities heating and ventilation including weekend boiler checks.
- Maintain and control adequate inventory of caretaking and maintenance supplies.
- Provide leadership in emergencies which may involve emergency call-outs.
- Maintain awareness of products and procedures.
- Promote safe work practices in accordance with Occupational Health and Safety, Board of Education Policy, and supervisor's directives.
- Prepare reports as required by the Caretaker Coordinator.
- Perform other duties as may be assigned by the Principal or Caretaker Coordinator.

Education & Qualifications

- Minimum Grade 12 or equivalent
- Minimum 3 years experience in facilities caretaking or maintenance and at least 1 year of supervisory experience in facilities operation or maintenance.
- Management Training at a Certificate Level or Journeyperson status in a building related trade would be considered an asset.
- Level I and II Occupational Health & Safety
- Workplace Hazardous Materials Information System Certification
- Minimum of a Fifth Class Power Engineering Certificate
- A valid driver's license

Competencies, Skills and Abilities

- **Quality & Organization of Work**
A Building Operator must have a demonstrated ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- **Adaptability & Flexibility**
A Building Operator must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities.
- **Communication**
A Building Operator must have good interpersonal and communication skills and be able to communicate professionally with school administration, and staff. Appropriate communication with students is required.
- **Job Knowledge**
 - Knowledge of custodial cleaning procedures, cleaning processes, products and equipment.
 - Knowledge of building systems operations and maintenance.
 - Knowledge of management principles and practices.
 - Clear understanding and ability to provide situational leadership.
 - Knowledge of computer software including FAME, MS Office, email, and related programs.
 - Be knowledgeable and supportive of applicable Board of Education and Division policies and procedures.
 - Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- **Cooperation & Teamwork**
A Building Operator must be able to delegate work to staff and provide appropriate supervision or support to ensure the quality of work meets requirements. They must work collaboratively with the Caretaker Coordinator and with maintenance staff. A Building Operator must have the ability to be a team player and work independently with minimal

supervision. This position works collegially with school staff, school-based administration and other school division staff.

- **Attitude**

A Building Operator must present a positive and professional attitude towards others, their work, and the Division and conduct oneself in a manner appropriate to an educational institute that provides services to children.

- **Confidentiality**

At no time should a Building Operator discuss, in public, information pertaining to employees, students or the operation of the division. A Building Operator is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.