



## Facilities Coordinator

---

**Position Profile:** The Facilities Coordinator is responsible for the maintenance, repair and general operations of Good Spirit School Division facilities. This role will work closely with the Facilities Manager in an advisory capacity regarding the establishment of priorities through advising of deficiencies as well as making recommendations for improvements.

**Directly Reports To:** Facilities Manager

**In-Directly Reports:** Superintendent of Business Administration

---

### Duties & Responsibilities

This position provides direct supervision to Facilities Supervisors, Technicians, and external service providers.

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

- Serve as a resource for the Facilities Manager in capital projects by assisting in the establishment of priorities, provide information required for document submission to the Ministry of Education, involved with architects, engineers and general contractors and on-site monitoring of the construction projects.
- Serve as the project manager on facilities department projects. This will involve designing, directing and supervising projects both capital and minor in nature.
- Direct employees in construction and maintenance procedures to ensure effectiveness and efficiency, as well as compliance with all applicable regulations and authorities having jurisdiction.
- Provide leadership in development and implementation of maintenance practices in the school division.
- Provide leadership to staff including planning, coaching, and reviewing work performance.
- Ensure department purchasing follows the guidelines established by the Board of Education.
- Assist the Facilities Manager in the development of long range facilities plans and budgets.
- Maintain awareness of codes and regulations; converse with inspectors and regulatory agencies within the area of accountability.
- Promote safe work practices in accordance with Occupational Health and Safety, Board of Education Policy, and supervisor's directives.

- Responsible for development, implementation and management of the preventative maintenance program including but not limited to HVAC equipment, roofs, gutters, and ground water drainage.
  - Provide leadership in emergencies which may involve emergency call-outs.
  - Prepare reports as required by the Facilities Manager.
  - Perform other duties as may be assigned by the Facilities Manager.
- 

## **Education & Qualifications**

- Minimum Grade 12 or equivalent
  - Minimum 5 years experience in facilities operations and at least 2 years of supervisory experience in facilities operation or maintenance.
  - Minimum 2 years experience and knowledge in automated building controls and HVAC systems.
  - Management training at a diploma level and Journeyperson status in a building related trade or Power Engineering Certification at Fourth Class or higher.
  - Project Management Training would be considered an asset.
  - Level I and II Occupational Health & Safety
  - Workplace Hazardous Materials Information System Certification
  - Saskatchewan Construction Safety Association – fall protection awareness
  - Minimum of valid Fireman's certificate
  - A valid driver's license
- 

## **Competencies, Skills and Abilities**

- **Quality & Organization of Work**  
A Facilities Coordinator must have a demonstrated ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- **Adaptability & Flexibility**  
A Facilities Coordinator must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities.
- **Communication**  
A Facilities Coordinator must have superior interpersonal and communication skills and be able to communicate professionally with school administration, staff, and contractors. Appropriate communication with students is required.
- **Job Knowledge**
  - Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds.
  - Knowledge of legislation and applicable codes that apply to education facilities.
  - Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities.
  - Knowledge of fire and building codes as well as fire/safety system requirements.
  - Knowledge of preventative maintenance scheduling and techniques.

- 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 Facilities Coordinator must be able to delegate work to staff and provide appropriate supervision or support to ensure the quality of work meets requirements. Must work collaboratively with Facilities Supervisors and with other maintenance staff on a daily basis. A Facilities Coordinator 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 Facilities Coordinator 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 Facilities Coordinator discuss, in public, information pertaining to employees, students or the operation of the division. A Facilities Coordinator 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*.