

## Facilities Manager

<b>Portfolio:</b>	Facilities
<b>Reports Directly to:</b>	Chief Financial Officer
<b>Reports Indirectly to:</b>	Director of Education
<b>Direct Reports:</b>	11
<b>Department/Location:</b>	Facilities /Good Spirit Education Complex – Yorkton, SK
<b>Salary Range:</b>	Manager Grid – 5 steps
<b>Last Updated:</b>	January 14, 2020

### Profile

Guided by Good Spirit School Division's foundational statements, the Facility Manager is an inspirational leader and an integral part of the Administrative Council. The Facility Manager must provide a full range of accessible, trusted, and professional services for the Division. Leadership will be provided in the areas regular and proactive facility maintenance, capital projects, performance management of facility staff, facility policy development and adherence. This position will be a strategic thinker responsible for leading the Facility team in developing and delivering a work plan linked to the strategic plan; development of strategies and processes to build strong stakeholder relationships, and promoting a healthy & productive facilities and work environments aligned with the Division's Mission, Vision and Values. The Facility Manager assists the Chief Financial Officer in fulfilling the general and specific aspects of their work as defined in the Education Act and Board Policy and will represent the Division in an ethical, positive and professional manner. This position works toward 4 strategic focus and long-term goals: Student & Family; Internal Process; People Capacity and Financial Stewardship.

Without restricting the generality of the overview above, the Facility Manager shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

### 1. Student Welfare

#### Role Expectations and Quality Indicators:

RE 1.1 Support safe, positive learning environments for students.

RE 1.2 Ensure facilities are accessible.

QI 1.1 Regular actions are taken to ensure employees and facilities operate with regard for safety, cleanliness, educational and community operations. including but not limited to: capital projects, regular and proactive maintenance and facility operations, employee evaluations and certifications, community use of facilities, and relevant AP's

- QI 1.2 Utilizes performance metrics for the purpose of monitoring and evaluating operational performance.
- QI 1.3 Update, educate and ensure compliance with Employee Codes of Conduct and supporting AP's
- QI 1.4 Support the senior leadership team in providing advice and guidance to the facility employees, Admin Council and school administrators in effectively addressing student and parent complaints.
- QI 1.5 Facilitate environments where students feel safe.
- QI 1.6 Provide an analysis and/or investigation of incident reports related to insurance claims while on school division property

## **2. Educational Leadership**

### **Role Expectations and Quality Indicators:**

- RE 2.1 Ensures the facility department meets the training standards as laid out in Administrative Procedures.
- RE 2.2 Ensure facility staff are provided training and development opportunities to support the maintenance of GSSD facilities.
- QI 2.1 Recruitment efforts are high quality and meet Division needs.
- QI 2.2 Ensures accurate, regular and effective evaluation of caretakers and facility staff
- QI 2.3 Tracks certification, training and licensing requirements and expiration of facility staff
- QI 2.3 Works in conjunction with the admin council to contribute to the success of the Strategic Plan.
- QI 2.4 Supervise contractors who may be engaged to perform maintenance work for the Division.
- QI 2.5 Provide leadership in emergencies which may involve emergency call-outs to affect repairs and to re-secure the buildings.

## **3. Fiscal Responsibility**

### **Role Expectations and Quality Indicators:**

- RE 3.1 Ensure fiscal responsibility in relation to areas of assigned responsibility.
- RE 3.2 Adequate internal financial controls exist and are being followed in areas of responsibility.
- RE 3.3 Manage the overall coordination of capital projects and renovations to existing facilities.
- QI 3.1 Reviews expenditures to ensure continuous improvement in terms of value for money.
- QI 3.2 Provides Chief Financial Officer with annual risk assessment reports related to areas of responsibility.

- QI 2.4 Ensures tenders for purchasing are conducted in accordance with legislative requirements and Division direction in areas of responsibility.
- QI 2.5 Assists the Chief Financial Officer to ensure insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.
- QI 2.6 Approves all human resource requests and employees are paid in accordance with collective bargaining agreements or out of scope pay grids.

#### **4. Personnel Management**

##### **Role Expectations and Quality Indicators:**

- RE 4.1 Facilitate the selection of staff within areas of assigned responsibility subject to the provisions of Policy 15.
- RE 4.2 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented in areas of assigned responsibility.
- RE 4.3 Promote safe work practices in accordance with Occupational Health & Safety, Board Policy and directives by supervisors
- QI 4.1 Model a commitment to personal and professional growth.
- QI 4.2 Ensure required training and compliance relative to OHS.
- QI 4.3 Models high ethical standards of conduct.
- QI 4.4 Implements assigned personnel related administrative procedures (section 400 of the AP manual).
- QI 4.5 Ensures effective performance management and progressive discipline processes and procedures are developed, implemented and consistently applied to provide for growth and accountability at all levels.
- QI 4.6 Provides direct supervision of the facilities department resulting in their growth, development and achievement of prescribed outcomes as identified in their job descriptions.
- QI 4.7 Develop and implement a comprehensive orientation process to better enable new employee success by reducing the learning curve, and improve process to increase efficiencies and retention.
- QI 4.8 Be approachable and model a commitment to high ethical standards and personal and professional growth.
- QI 4.9 Provides Superintendents, Administrators and management staff with immediate assistance and guidance in addressing their facilities concerns following best practices and procedures.
- QI 4.10 Consults with Human Resources on all significant personnel matters requiring intervention, investigation and prior to issuing any employee discipline

#### **5. Policy and Administrative Procedures**

**Role Expectations and Quality Indicators:****Role Expectations:**

- RE 5.1 Develops and implements relevant Board policy and assigned administrative procedures with integrity in a timely fashion.
- RE 5.2 Understands best practices and how to adapt these processes to the unique needs of the education environment.
- QI 5.1 Ensures section 400 Personnel and Employee Relations administrative procedures are adhered to.
- QI 5.2 Demonstrates a knowledge of and respect for the role of the Chief Financial Officer, Deputy Director and Director of Education in policy and administrative procedure processes.
- QI 5.3 Ensures facility related administrative procedures are up to date, effective and reflective of best practices, conducive to the education sector and consistent with legislative and contractual requirements.
- QI 5.4 Assists the Chief Financial Officer with ensuring administrative procedures are in compliance with the intent of Board Policy and are kept current.

**6. Director/Deputy Director/Superintendent/Board Relations****Role Expectations and Quality Indicators:**

- RE 6.1 Establishes and maintains positive, professional working relations with Senior Administration, Admin Council and the Board.
- RE 6.2 Honours and facilitates the implementation of the Chief Financial Officer's roles and responsibilities.
- RE 6.3 Provides the information which the Chief Financial Officer and Director require to perform their roles.
- QI 6.1 Proposed submissions to Board agendas are made in a timely comprehensive manner and in accordance with the prescribed format. Such submissions shall contain balanced, sufficient, concise information and where appropriate, clear recommendations. The Chief Financial Officer has responsibility for preparing the draft accountability reports as assigned by the Director.
- QI 6.2 Keeps the Chief Financial Officer informed about facility matters.
- QI 6.3 Interacts with the Chief Financial Officer in an open, honest proactive and professional manner.
- QI 6.4 Contributes positively to the effectiveness of Administrative Council and Corporate Service meetings.
- QI 6.5 Implements directions with integrity in a timely fashion, in order for the Chief Financial Officer to perform their duties in an exemplary fashion.

- QI 6.6 Develops, for the Chief Financial Officer's review and approval, performance metrics in areas of assigned responsibility.
- QI 6.7 Makes recommendations to the Chief Financial Officer regarding potential value added Board involvement.

## **7. Strategic Planning & Reporting**

### **Role Expectations and Quality Indicators:**

- RE 7.1 Develops and implements a comprehensive facility work plan incorporating best practices that are aligned with the Division's Strategic Plan.
- QI 7.1 Reports to the Chief Financial Officer at least 2 times annually around work plan goals, challenges, timelines, adjustments, and completion.
- QI 7.2 Achieves the key results identified in the Education Sector Strategic Plan (ESSP) within areas of assigned responsibility.
- QI 7.3 Review and recommend the renovation, replacement, decommission of existing facilities.

## **8. Organizational Management**

### **Role Expectations and Quality Indicators:**

- RE 8.2 Promotes a productive organizational culture that contributes to strong employee engagement, values diversity, trust and respect for individuals and their contributions.
- RE 8.3 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial mandates and timelines within areas of assigned responsibility.
- QI 8.1 Ensures compliance with all Ministry of Education and Division mandates (timelines and quality) within areas of assigned responsibility.
- QI 8.2 Budgets and reporting requirements are followed or timely variance reports are provided to the Chief Financial Officer.
- QI 8.3 Establish and maintain an effective record management system within areas of responsibility.
- QI 8.4 Evaluates organizational efficiency and effectiveness.

## **9. Communications & Employee/Community Relations**

### **Role Expectations and Quality Indicators:**

- RE 8.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.
- QI 8.1 Represents the Division in a positive, professional manner.

- QI 8.2 Effectively manages complaints to ensure resolution of employee and community concerns and issues. Represents the organization in show cause hearings, grievances and arbitration meetings for support staff as required.
- QI 8.3 Interacts with the Ministry of Education officials in a productive manner resulting in a positive professional working relationship between the Division and the Ministry.
- QI 8.4 Interacts with partner organizations in a productive manner resulting in a positive professional working relationship between the Division and those partners.
- QI 8.5 Consistently demonstrate a commitment to Division values as noted in Policy 1. In addition, consistently model servant leadership and positive ambassadorship.

## **10. Leadership Practices**

### **Role Expectations and Quality Indicators:**

- RE 10.1 Practices leadership in a manner that is viewed positively and has earned the trust and respect of the Senior Leadership Team.
- RE 10.2 Is a role model and has earned the support of those with whom they work most directly in carrying out assigned duties.
- RE 10.3 Ensures the maintenance, transparency and access of records in accordance with the Local Authority Freedom on Information and Protection of Privacy legislation including all information (i.e., personnel files excluding payroll, medical files, investigations files, etc.).
- RE 10.4 Performs other duties as may be required or assigned by the Chief Financial Officer
- QI 10.1 Provides clear directions and effective leadership for area of responsibility.
- QI 10.2 Unites people toward achieving the Board's goals.
- QI 10.3 Demonstrates a high commitment to the needs of employees and success of students.
- QI 10.4 Empowers others and effectively solves problems.

## **Qualifications**

- Greater than 5 years of project management experience. Background in a Pre-K – 12 educational environment would be considered an asset.
- Experience working in a unionized environment
- Post-secondary education
- 

## **Knowledge, Skills and Abilities**

- Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds
- Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities
- Knowledge of Fire & Building Codes as well as fire/safety system requirements
- Strong interpersonal skills with a proven ability to build trusting, collaborative work environments.
- Ability to deal with people sensitively and professionally at all times.
- An understanding of current trends, developments in Pre-K to Grade 12 education would be a definite asset.
- Ability to lead change and people while building capacity for sustained improvement throughout the Division and ensuring this change aligns with the Division's Strategic Plan.
- Analytical with the ability to recognize areas of concern or opportunity for efficiencies.
- Senior administrative experience with greater than 10 employees
- Demonstrated fiscal management skills and understanding of budgeting processes.
- Willingness to embrace change and encourage others to continually foster improvement.
- Effective communication skills with the ability to forge positive relations with a variety of educational partners and employee groups.
- On-going commitment to personal professional growth and development.
- Valid Class 5 Driver's License with G01 certification or higher
- WHMIS2015
- Knowledge of computer software including MS Office and related programs.
- Provide an original criminal record and vulnerable sector check. In order for this document to be considered valid, it must have been completed within the six (6) months if offered a position

## **Competencies**

- Shows commitment to the organizational vision and foundational statements by acting in accordance with organizational expectations.
- Uses knowledge of the organization and business to solve issues and accomplish goals and strategies while complying with policies, procedures and practices.
- Demonstrates effective organizational skills resulting in the organization's compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
- Takes personal ownership and responsibility for the quality and timeliness of work and is expected to seek clarification on any matters of concern. Demonstrates reliability and integrity on a daily basis.

- Displays a positive attitude toward others, their work, schools and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviors with timely proactive responses.
- Respectful of the confidential nature of the position and will keep confidential any and all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*.
- Models a commitment to personal and professional growth with high ethical standards of conduct.

#### **Working Conditions**

- Out of Scope based on a 12- month calendar
- Some travel may be required
- Office at Good Spirit Education Complex

<b>Approved by:</b>  <div>Supervisor Name</div>  <div>Supervisor Title</div>  <div>Signature</div>  <div>Date</div>	Keith Gervais
	Chief Financial Officer

**Reviewed and initialled by Director of Education or designate (Human Resources) on**

\_\_\_\_\_ *JT* \_\_\_\_\_.