

Caretaker Coordinator

Portfolio:	Facilities Department
Reports Directly to:	Facilities Manager
Reports Indirectly to:	Chief Financial Officer
Direct Reports:	Caretakers / Building Operators
Department/Location:	Facilities/Good Spirit Education Complex – Yorkton, SK
Salary Range:	Caretaker Coordinator Grid – 5 steps
Last Updated:	November 8, 2022

Profile

The Caretaker Coordinator is responsible for providing direction and supervision to cleaning staff in all Good Spirit School Division facilities. This role will work closely with the Facilities Manager in an advisory capacity regarding the establishment of priorities through reviews of deficiencies and making recommendations for improvements.

The Caretaker Coordinator must provide a full range of accessible, trusted, and professional services for the Division. Leadership will be provided in the areas of development, implementation, and training of cleaning practices in the school division. This position will be a strategic thinker responsible for leading the Caretaking team in developing and delivering a work plan linked to the strategic plan; development of strategies and processes to build strong relationships while promoting a healthy & productive facilities and work environment aligned with the Division’s Mission, Vision and Values. The Caretaker Coordinator assists the Facility Manager in fulfilling the general and specific aspects of their work.

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

1. Student Welfare

Role Expectations:

- RE 1.1 Support safe, positive learning environments for students.
- RE 1.2 Ensure facilities are accessible.

Quality Indicators relative to student well-being:

- QI 1.1 Regular actions are taken to ensure employees and facilities operate with regard for safety and cleanliness while ensuring effectiveness and efficiency.
- QI 1.2 Facilitate environments where students feel safe.
- QI 1.3 Provide an analysis and/or investigation of incident reports related to claims while on school division property.

2. Educational Leadership

Role Expectations:

- RE 2.1 Ensures the facility department meets the training standards as laid out in Administrative Procedures.

Quality Indicators relative to educational leadership:

- QI 2.1 Direct employees in caretaking procedures and resources to ensure effectiveness and efficiency, as well as compliance with all applicable regulations
- QI 2.2 Provide leadership in emergencies which may involve emergency callouts.
- QI 2.3 Maintain awareness of products and procedures, converse with suppliers and regulatory agencies within the area of accountability.

3. Fiscal Responsibility

Role Expectations:

- 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 Serve as a resource for the Facilities Manager in inventory control and purchasing.

Quality Indicators relative to fiscal responsibility:

- QI 3.1 Reviews expenditures to ensure continuous improvement in terms of value for money.
- QI 3.2 Ensures tenders for purchasing are conducted in accordance with legislative requirements and Division direction in areas of responsibility.

4. Personnel Management

Role Expectations:

- RE 4.1 Assist the Facility Manager with the selection of staff within areas of assigned responsibility subject to the provisions of Policy 15.
- RE 4.2 Quality orientation and staff development 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.

Quality Indicators relative to personnel management:

- QI 4.1 Model a commitment to personal and professional growth.
- QI 4.2 Ensure required training and compliance relative to OH&S.
- 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 Provides direct supervision of the caretaking staff resulting in their growth, development and achievement of prescribed outcomes as identified in their job descriptions.
- QI 4.6 Be approachable and model a commitment to high ethical standards and personal and professional growth.
- QI 4.7 Provides Superintendents, Administrators and management staff with immediate assistance and guidance in addressing their caretaking concerns following HR best practices and procedures.
- QI 4.8 Consults with Human Resources on all significant personnel matters requiring intervention, investigation and prior to issuing any employee discipline
- QI 4.9 Provide leadership in safety for the facilities staff and serve as an OH&S resource for Good Spirit School Division employees.

5. Policy and Administrative Procedures

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.

Quality Indicators relative to policy role:

- 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 and Director of Education in policy and administrative procedure processes.
- QI 5.3 Ensure effective and reflective administrative policies are up to date with best practices, conducive to the education sector and consistent with legislative and contractual requirements.
- QI 5.4 Assists the Facility Manager with ensuring administrative procedures are in compliance with the intent of Board Policy and are kept current.

6. Director / Chief Financial Officer / Superintendent / Board Relations

Role Expectations:

- 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 roles and responsibilities.
- RE 6.3 Provides the information which the Chief Financial Officer and Director require to perform their roles.

Quality Indicators relative to Director/Chief Financial Officer/Superintendent/Board relations:

- QI 6.1 Keeps the Facility Manager informed about caretaking matters.
- QI 6.2 Interacts with the Facility Manager in an open, honest proactive and professional manner.
- QI 6.3 Implements directions with integrity in a timely fashion, for the Facility Manager to perform their duties in an exemplary fashion.
- QI 6.4 Develops, for the Facility Manager's review and approval, performance metrics in areas of assigned responsibility.
- QI 6.5 Makes recommendations to the Facility Manager regarding potential value-added Board involvement.

7. Strategic Planning & Reporting

Role Expectations:

- RE 7.1 Assists the Facility Manager in the development of long-range supplies and equipment plans and budgets.

Quality Indicators relative to strategic planning and reporting:

- QI 7.1 Maintain and control adequate inventory of caretaking supplies, tools and equipment.
- QI 7.2 Achieves the key results identified in the Education Sector Strategic Plan (ESSP) within areas of assigned responsibility.

8. Organizational Management

Role Expectations:

- RE 8.1 Promotes a productive organizational culture that contributes to strong employee engagement, values diversity, trust and respect for individuals and their contributions.
- RE 8.2 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial mandates and timelines within areas of assigned responsibility.

Quality Indicators relative to organizational management:

- 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 Facility Manager.
- QI 8.3 Evaluates organizational efficiency and effectiveness.

9. Communications and Community Relations

Role Expectations:

- RE 9.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

Quality Indicators relative to communications and community relations:

- QI 9.1 Represents the Division in a positive, professional manner.
- QI 9.2 Effectively manages complaints to ensure resolution of employee and community concerns and issues.
- QI 9.3 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:

- RE 10.1 Practices leadership in a manner that is viewed positively and has earned the trust and respect of the Facility Manager and 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 Facility Manager

Quality Indicators relative to leadership practices:

- 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

- Minimum Grade 12 or equivalent
- Minimum 5 years of supervisory experience in facilities operations or maintenance.
- Caretaking experience would be considered an asset.
- Fireman's certificate would be considered an asset.
- Management Training at a diploma level would be considered an asset.
- Level I and II Occupational Health & Safety
- Workplace Hazardous Materials Information System Certification
- A valid driver's license

Knowledge, Skills and Abilities

- Knowledge of all aspects of custodial cleaning procedures, cleaning processes, products and equipment.
- Knowledge of management principles and practices.
- Clear understanding and ability to provide situational leadership.
- Knowledge of computer software and systems used by the Division.

- 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.
- Strong interpersonal skills with a proven ability to build trusting, collaborative work environments.
- Ability to deal with people sensitively and professionally at all times.
- 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.

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