



Our Motto Students Come First
Our Mission Building Strong Foundations to Create Bright Futures
Our Values Belonging, Respect, Responsibility, Learning, Nurturing and Perseverance
Our Vision Learning Without Limits...Achievement For All

Building Operator

Portfolio:	Facilities
Reports Directly to:	Caretaker Coordinator
Reports Indirectly to:	Facilities Manager
Direct Reports:	Caretakers at Assigned School (MCS / YRHS)
Department/Location:	Facilities/Good Spirit Education Complex – Yorkton, SK
Salary Range:	Building Operator Grid – 5 steps
Last Updated:	January 31, 2022

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

Duties & Responsibilities

The Building Operator shall perform such duties and responsibilities as may be assigned including but not limited 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 Caretaker Coordinator on Asset Planner.
 - Support Caretaker Coordinator 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.
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Education and/or Experience

- Minimum of 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 Journeyman 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
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Knowledge, Skills and Abilities

- **Quality & Organization of Work**
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, staff, and contractors. 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 Asset Planner, 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*.