

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-10**

# 33093

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: MANAGER, MAINTENANCE AND SAFETY**

**REPORTS TO:** Director, Facilities and Operations

**SUPERVISES:** Maintenance employees designated including Supervisor, Night Custodial Staff and all Caretakers

**JOB SUMMARY:** To assist the Director, Facilities and Operations with the general oversight of Division facilities and to administer the custodial services and maintenance of buildings and grounds. As well, to act as the Division's safety, health and accessibility services primary contact.

**KEY ACCOUNTABILITIES:**

1. To assist with the human resources matters related to custodial staff including ensuring substitute coverage is provided.
2. To supervise custodial services with respect to all schools and buildings in the Division, and establish maintenance standards, make recommendations for improved cleaning methods and updating equipment.
3. To monitor the use of school grounds and facilities with the City Department of Recreation, Division's personnel, and the finance department regarding leases and permits.
4. To ensure effective job training of new and current employees for staff and including in-services.
5. To ensure the buildings and grounds cleanliness by monitoring a progressive cleaning program, and conducting building and grounds inspections.

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6. To assist in the oversight of the operation of all Division buildings and to address emergency roof leaks and coordinate snow removal.
7. To ensure that all Division facilities are clean and safe in accordance with the required health and safety standards and leads the ongoing divisional safety and health initiatives including accessibility services.
8. To liaise with security companies, investigate break-ins and prepare damage reports.
9. To assist in the inspection of all buildings for fire and safety hazards and recommend action to be taken to correct problems to comply with provincial laws and directives from the Fire Commissioner's Office.
10. To prepare the Custodial Department's annual operating budget, maintain inventory control and examine and approve all accounts for work performed.
11. To maintain control over and distribute Division keys and maintain key and alarm code databases.
12. To assist with any required analysis and serve as a representative on the Negotiations Committee for CUPE.
13. To act as the Division's safety, health and accessibility services coordinator for all Workplace Safety and Health responsibilities in an effort to ensure compliance with legislated standards.
14. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Business, Engineering, or related discipline
- Canadian Registered Safety Professional
- 5<sup>th</sup> Class Power Engineer Certificate
- Knowledge of Workplace Safety and Health legislation and requirements
- 5 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

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