

33093

CCA

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS

POSITION TITLE: DIRECTOR, FACILITIES AND OPERATIONS

REPORTS TO: Superintendent/Chief Executive Officer

SUPERVISES: All Maintenance Staff as well as temporary Contract Staff

JOB SUMMARY: To establish Maintenance planning, set strategic direction and provide advice and counsel to the Board, Senior Administration and the Department with respect to all facilities and maintenance matters in the Division.

KEY ACCOUNTABILITIES:

1. To work closely with architects and contractors regarding the planning and construction of all facilities, provide liaison between the parties involved, identify problems and recommend solutions.
2. To prepare plans and specifications and supervise construction of new buildings, repairs and alterations of existing buildings and closely monitor all construction and renovation work to ensure work is done in accordance with time schedules, specifications, and that budget estimates are attained or exceeded as well as the efficient management of resources.
3. To prepare, and submit for approval, the Department's annual budget by identifying necessary resources and cost estimates to complete projects.
4. To prepare and implement long-range facilities utilization plans, including the 5-year annual capital plan as required by the province.
5. To inspect all buildings and facilities and to develop and implement preventative and emergency plans in the event of fire and water, and

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- other potential damage and to supervise the work done to correct problems.
6. To examine and approve all accounts for work whether work is done internally or under contract and submit accounts for payment.
 7. To develop and maintain a system of inventory control, cost accounting and cost control on all work and to provide reports on project progress and budgeted costs.
 8. To administer and review information related to projects including shop drawings and associated submittals.
 9. To consult with school administrators regarding the establishment of regular preventative maintenance programs, make annual inspections of the interior and exterior of all Divisional buildings to determine the need for repair or renovations and to recommend issuance of work orders or identify projects for inclusion in budget estimates.
 10. To oversee the Division's Energy Management Program, identify high cost areas and recommend appropriate action to conserve energy.
 11. To ensure that all legislative requirements with respect to building maintenance and fire prevention are adhered to in a timely manner.
 12. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Master's Degree in Engineering, Architecture or other related discipline
- 10 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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