

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.12
SECTION:	RELATIONS		
POSITION:	FACILITY MANAGER		

1. **Immediate Supervisor:** The Facility Manager reports to the Chief Financial Officer and under the general supervision of the Director.

2. **Primary Function**

The Facility Manager is responsible for overseeing the safety and efficiency of all School Division buildings, facility maintenance equipment and grounds.

3. **Required Education and Qualifications**

- 3.1 Minimum Grade 12 diploma.
- 3.2 Journeyman status in any of the related trades would be an asset.
- 3.3 Minimum 2 years of supervisory experience.
- 3.4 Two or more years of experience and knowledge in automated building controls and HVAC systems.
- 3.5 Knowledge of codes and regulations governing construction, renovations and maintenance of facilities.
- 3.6 Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, foundation systems, building envelope, carpentry, painting, flooring and grounds.
- 3.7 Knowledge of preventative maintenance scheduling techniques.
- 3.8 Knowledge of fire safety system requirements for public buildings.
- 3.9 Knowledge of Workplace Hazardous Materials Information System (WHMIS).
- 3.10 Working knowledge of computers and facility programs.
- 3.11 Valid Driver's Licence
- 3.12 Clean Criminal Record Check and Vulnerable Sector Check.

4. **Required Knowledge, Skills and Abilities**

- 4.1 The ability to work with minimal supervision in performance of duties.
- 4.2 Skill in project management and management of external contractors to meet deadlines and resolve issues.
- 4.3 Ability to determine whether a project can be addressed internally or more effectively outsourced.

- 4.4 Ability to define priorities including the development and costing of annual plans to address the long-term maintenance of buildings.
- 4.5 Clear understanding and ability to provide situational leadership.
- 4.6 Skill in reading and evaluating construction blueprints.
- 4.7 Ability to work in a team-oriented, collaborative environment.
- 4.8 Ability to prioritize multiple demands and effectively manage time.
- 4.9 Effective communication skills, both oral and written, including the ability to interact/communicate with all staff, including teachers, caretakers, senior administration, etc.
- 4.10 The ability to develop and maintain good working relationships with contractors.
- 4.11 Present a positive professional attitude and appearance.
- 4.12 Must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning and climbing as required.
- 4.13 Ability to operate motorized facility equipment.
- 4.14 Working knowledge of safe work practices and Occupational Health and Safety standards.
- 4.15 Maintain proper documentation for division records and prepare reports as required.

5. Supervision of Staff

- 5.1 Provide direct supervision to Facility Maintenance staff, summer students.
- 5.2 Provide advice and recommendations to Caretaking staff as required, in conjunction with school Principals.

6. Duties and Responsibilities:

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

- 6.1 Update and maintain the Facility Asset Management Edge (FAME) program for the division.
- 6.2 Collaborate with facility staff in construction and maintenance procedures to ensure effectiveness and efficiency, as well as compliance with all applicable regulations.
- 6.3 Manage the development and implementation of effective maintenance practices within the School Division including regular inspections and repairs.
- 6.4 Review plans and work orders in determining material, equipment and manpower needs for routine maintenance.
- 6.5 Assist with the overall coordination of capital projects and renovations to existing facilities.
- 6.6 Attend site meetings involving architects, general contractors, engineers and sub-contractors as necessary.

- 6.7 Assist in the development of Request for Proposals and posting of projects on SaskTenders.
- 6.8 Prepare long range maintenance planning reports, facility plans and budgets to be reviewed and approved by the Chief Financial Officer.
- 6.9 In consultation with the Chief Financial Officer, determine priorities including the establishment of work schedules and communication with school-based staff (i.e. Principals regarding progress and timelines.
- 6.10 Assist in the development and promotion of safe work practices in accordance with Occupational Health & Safety legislation.
- 6.11 Ensure that yard maintenance, snow clearing and repairs to parking lots, driveways, playgrounds and fences are completed in a timely manner.
- 6.12 Direct/assign daily maintenance tickets.
- 6.13 Respond to after hour alarm calls.
- 6.14 Perform emergency work and arrange for contractors as necessary.
- 6.15 Prepare reports as required by the Chief Financial Officer (Budget, cost estimates, planning, etc.
- 6.16 Perform other duties as may be required or assigned by the Chief Financial Officer or Senior Management.
- 6.17 Completes an annual thorough inspection of the school facility, playground equipment, and grounds with the school principal.
- 6.18 Attends workshops and/or training as requested by the Chief Financial Officer.

7. Confidentiality

- 7.1 At no time should the Facility Manager discuss, in public, information pertaining to employees, students or the operation of the division.
- 7.2 The Facility Manager 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.

Date Issued: May 23, 2001

Date Revised: August 19, 2011
November 19, 2013
January 3, 2014
October 29, 2024