

ROLE OF DIRECTOR OF FACILITIES

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Director of Facilities will assist the Assistant Superintendent of Learning Services in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

The Director of Facilities is directly responsible and accountable to the Assistant Superintendent of Learning Services.

Procedures

The Director of Facilities will have specific responsibilities for:

1. Facility Services Leadership

- 1.1. Provides leadership on all matters related to Facility Services.
- 1.2. Formulates and implements preventative maintenance programs for utility systems, equipment and building maintenance.
- 1.3. Develops and implements a facility operations strategic plan for improvements and modifications covering facilities, equipment, and grounds.
- 1.4. Supports the provision of facility services to all HPSD owned sites.
- 1.5. Liaises with school administration on repairs and maintenance required in HPSD owned buildings.

2. Human Resources Management

- 2.1. Maintains a continual dialogue with Facility Services staff to ensure that good performance is recognized and that potential problem areas are identified and resolved.
- 2.2. Conducts meetings and discusses with Facility Services staff any proposed changes to Board policy, administrative procedures, or service delivery, or as the need arises.
- 2.3. Maintains all records for Facility Services staff necessary for the purpose of input documentation for the Payroll Department, including approval of all overtime and time sheets.
- 2.4. Sets staffing levels and provides recommendations on the hiring of Facility Services staff.
- 2.5. Provides support for the professional development and certification requirements of Facility Services staff.
- 2.6. Supervises, evaluates, and recommends retention/termination and suspension of Facility Services staff.

3. Student Wellness

- 3.1. Provides support to ensure that the physical environment is safe and conducive to student learning.

4. Facility Services Management

- 4.1. Monitors daily operation of the department and, in conjunction with Facility Services staff, makes any necessary changes that would improve the operational efficiency of the department.
- 4.2. Screens all work requests; prioritizes individual requests.
- 4.3. Coordinates the day-to-day maintenance program and ensures all work is carried out in a timely fashion.
- 4.4. Ensures that all HPSD facilities are properly cleaned as scheduled by custodial staff.
- 4.5. Meets with sales representatives; coordinates evaluation of all new and existing equipment and supplies.
- 4.6. Ensures that all school grounds and student drop-off areas are properly maintained year-round.
- 4.7. Coordinates all summer maintenance projects and any IMR and CMR projects that are scheduled.
- 4.8. Consults with Facility Services staff to ensure that electrical, mechanical, or architectural hardware systems are part of any new construction or modernization.

5. Fiscal Responsibility

- 5.1. Prepares and administers annual operational budget.
- 5.2. Updates the three-year IMR and CMR Plan for the HPSD annually, ensuring consideration of changing priorities.
- 5.3. In conjunction with the Superintendent, develops the Capital Plan, as required.
- 5.4. Ensures ordering of all supplies and equipment required for Facility Services.
- 5.5. Responds to safety and insurance recommendations, in accordance with time considerations.
- 5.6. Addresses capital audits, as necessary.
- 5.7. Administers all contracts for Facility Services.
- 5.8. Ensures analysis of all utility invoices.
- 5.9. Coordinates the sale or disbursement of all surplus furniture or equipment within the HPSD.
- 5.10. Ensures coding of all invoices and credit card transactions, ensuring all invoicing to the department is correct.
- 5.11. Operates in a fiscally prudent and responsible manner.

6. Policy/Administrative Procedures

- 6.1. Participates in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.
- 6.2. Ensures the application of Board policies and administrative procedures as required in the performance of duties.

7. Organizational Management

- 7.1. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal and Board mandates and timelines and adherence to Assistant Superintendent of Learning Services directives.
- 7.2. Ensures response to any intrusion or building alarm.
- 7.3. Handles emergencies and deals with crisis situations in a team-oriented fashion.
- 7.4. Works with Hour Zero to enhance responses to emergent safety matters.

8. Communications and Community Relations

- 8.1. Takes appropriate actions to ensure open and transparent internal and external communications are developed and maintained in areas of responsibility.
- 8.2. Ensures staff, students and parents have a high level of satisfaction with the services provided and with the responsiveness of the Facility Services department.
- 8.3. Initiates and maintains contacts with outside agencies and local community groups.
- 8.4. Confers with specialists, external consultants, and government personnel to obtain information and resolve disputes.

9. Assistant Superintendent of Learning Services Relations

- 9.1. Establishes and maintains positive, professional working relations with the Assistant Superintendent of Learning Services.
- 9.2. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 9.3. Provides the information the Assistant Superintendent of Learning Services requires to perform their role in an exemplary fashion.
- 9.4. Handles other duties as assigned by the Assistant Superintendent of Learning Services.

10. Leadership Practices

- 10.1. Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Assistant Superintendent of Learning Services' expectations.
- 10.2. Exhibits a high level of personal, professional, and organizational integrity.

HPSD Appendices

[Appendix 458A – Performance Assessment Guide \(PAG\) for Director of Facilities](#)

References

Education Act Sections 53,68,196, 197,204,222,225
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act

Approved: January 17, 2024

Reviewed: