



## School District No. 46 (Sunshine Coast)

### JOB DESCRIPTION

## ASSISTANT MANAGER OF FACILITIES

### **Position Description:**

#### **Core Responsibilities**

The Assistant Manager of Facilities is directly responsible to the Manager of Facilities and Transportation to support the overall supervision of district operations management, including: the organization and direction of district facilities, the maintenance and repair of buildings, grounds and equipment and custodial services.

#### **Specific Responsibilities**

- **Custodial Management**

Assists with the development of policies and procedures, consistent with district policy, for the efficient management and supervision of the district custodial function including, the continuous optimization of the district cleaning and sanitization program.

Ensures that the physical environment in schools is satisfactory for teaching and learning requirements.

Directly supervises, coordinates, supports and evaluates the work of custodial staff and ensures that staff are appropriately trained and motivated.

- **Student Transportation**

Assists with efficient bus route planning.

Assists with student transportation onboarding.

- **Occupational Health & Safety**

Routinely inspects facilities, property and equipment to ensure the safety of all occupants.

Investigates incidents in accordance with WorkSafeBC requirements.

Organises and facilitates health and safety training programs.

Liaises with WorkSafeBC to ensure compliance with the *Workers Compensation Act* and Regulations.

Represents district management on the District Health and Safety Committee.

▪ **Leadership Role**

Provides leadership to district staff and fosters conditions to ensure the optimum quality of district services in the Assistant Manager's areas of responsibility, the efficient use of resources and the effective performance of personnel.

Advises the Manager of Facilities and Transportation on budget issues, decision-making, and management of district resources and achievement of district goals within the areas of the Manager's responsibility.

▪ **Other**

Performs other duties as assigned from time to time by the Manager of Facilities and Transportation.

▪ **External Relationships**

Liaises, and maintains rapport with, agencies and associations with parallel or complementary roles in a businesslike, professional manner with respect to the Assistant Manager's assigned responsibilities.

**Qualifications**

- Post-secondary education in a relevant field
- Minimum of three years of demonstrated successful supervisory experience and in a union environment is preferred
- A combination of relevant education and experience may also be considered.
- Comprehensive knowledge of custodial equipment maintenance and custodial procedures.
- Working knowledge of Building Service Worker tasks, WorkSafeBC regulations and applicable government legislation related to facilities operation and maintenance
- Ability to express ideas effectively both orally and in writing; experience in the preparation of formal reports, oral/written presentations and statistical analyses
- Ability to work with computer programs, including email, word processing, spreadsheet and other web-based applications

**Reporting Relationships**

Reports to:                      Manager of Facilities and Transportation