

Elk Island Catholic Schools

Division Office

310 Broadview Road

Sherwood Park, Alberta

T8H 1A4

Elk Island Catholic Separate School Division is looking for a visionary leader to join its team as the Director of Facility Services. The School Division operates a budget in excess of \$85 million and serves over 9,000 students and 18 schools in five communities.

Reporting to the Secretary-Treasurer, the Director of Facility Services is responsible for developing, implementing, and supervising programs and/or projects to meet the daily operational and maintenance requirements of Elk Island Catholic School Division facilities. This includes directing and managing all phases of the Facility Services operation and maintenance department to ensure the safe and efficient operation of all Division facilities, schools, grounds and equipment.

The successful candidate will possess a Civil or Mechanical Engineering Degree and/or related Diploma from a Technical Institute. The Director of Facility Services will have a minimum of five years' experience in plant engineering or as a director of buildings and grounds. This position requires extensive knowledge of operations, maintenance, caretaking, mechanical and electrical operations, building structures and construction trades. This role requires a highly motivated person with proven supervisory, leadership and administrative capability. The Director must possess the ability to communicate orally and in writing effectively with staff at all levels, outside agencies, contractors and suppliers.

The Director of Facility Services is responsible for:

- Recommending the hiring, assignment, termination or approval of appointments for facility operations and maintenance staff; establishing standards of performance, directing staff training and preparing staff evaluation reports as required.
- Providing leadership to foster staff morale, productivity, and staff development.
- Formulating or amending policies, procedures and guidelines related to the facility operation.
- Establishing the organizational structure for the department, developing goals and objectives, monitoring operations, preparing plans, schedules and reports to facilitate strong communication with staff.
- Providing students and staff with a clean, safe and healthy environment through effective supervision, education and established standards for custodial staff.
- Maintaining all Division buildings and grounds through preventive maintenance programs and ongoing day to day repair (painting, electrical, mechanical and, structural).
- Managing energy awareness and implementing energy management measures to reduce utility consumption.
- Facilitating school site greening projects and advising on playground projects.
- Facilitating recycling and effective environmental practices and programs.

- Managing all utilities (power, gas, water and sewage).
- Coordinating school rentals by community users.
- Preparing the annual budget for the Facility Services Operations and Maintenance Department and overseeing expenditures to maintain budget control.
- Overseeing and/or arranging for the purchase of goods and services for the Facility Services Department.
- Inspecting all school buildings, grounds, and installations on a regular basis to ensure ensuring compliance with building codes and regulations and that high standards of workmanship, cleanliness, safety and security are maintained.
- Assigning use of all vehicles for the Department, scheduling their maintenance with the appropriate outside vendor and making recommendations regarding the purchase of new and /or replacement vehicles and equipment.
- Maintaining records and documentation for the Facility Services as may be required.
- Supervising distribution of departmental supplies, materials, and equipment. Establishing inventory control with an appropriate security system to safeguard these items.
- Overseeing the processing and execution of work service requisitions received from schools and other departments.
- Supervising the delivery services within and outside of the School Division and responding to immediate needs of schools.
- Recommending and supervising approved systems and procedures for the protection and preservation of the Division facilities including key security.
- Managing fire, security and mechanical alarm response.
- Overseeing and preparing reports on all break-ins and vandalism.
- Arranging toxic round up and hazardous waste management in the Division.
- Ensuring staff are trained in WHMIS, TDG, First Aid, Harness Protection, Hoisting and Lifting and other safety training as required.
- Attend conferences, seminars and courses related to facility operation and maintenance.
- Oversee Division Occupational Health and Safety & S program.
- Manage the progress, budget and government reporting of the new construction, renovation and modernization projects.
- Work with multiple stakeholders, including municipalities, Alberta Infrastructure and other school authorities, to foster collaborative working relationships.
- Maximize the effectiveness of computer software, including Building Management System and Public School Works, to ensure the safety and security of facilities are monitored.
- Implement a set of risk management practices to mitigate fire, flood, frozen, intrusion and safety risks of Division facilities.
- Provide valuable input to the Division Facility Planning and Capital Planning.
- Other duties and responsibilities as assigned by the Secretary-Treasurer.

By virtue of the submission of an application, the applicant agrees that the principal or designate can contact previous employers for the purpose of conducting confidential reference checks whether or not the applicant has listed a reference for that employer.

Applications are accepted on: www.applytoeducation.com

We thank all applicants for their interest but only those being considered to advance in the selection process will be contacted.