

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

ADMINISTRATIVE PROCEDURES SERIES 300 - ADMINISTRATION

AP 301	SENIOR ADMINISTRATIVE PERSONNEL
AP 301.1	Senior Management and District Organization
AP 301.1.6	Director of Facilities and Services

Immediate Supervisor: Secretary-Treasurer

1. Core Responsibilities:

The Director of Facilities and Services is engaged in responsible, complex and diverse work at a relatively senior level in the administrative structure of the School District. The Director of Facilities and Services reports and is responsible to the Secretary-Treasurer. Major responsibilities include effective planning, direction, coordination, and supervision of the maintenance, custodial, transportation, grounds, and capital functions of the District; and advising and assisting on matters pertaining to these functions.

Relationships with others are important and tact and judgment must be exercised in dealing with them. The direction and supervision of staff is a major responsibility. Considerable initiative and independent judgment must be exercised in planning and implementing work. Direction is received from the Secretary-Treasurer. Work is performed in accordance with statutory requirements and general Board policy guidelines. New or difficult matters are referred to the Secretary-Treasurer, but decisions must be made where governing precedents are not available and error in judgment can result in serious problems. Success is based on the basis of results achieved and the manner used.

2. Details of Responsibilities

- 2.1 Plans, directs, and supervises the activities of the transportation, custodial, maintenance and grounds functions and staff, in accord with Board policies and regulations, good practice, and the collective agreement with the union.
- 2.2 Provides direct supervision and evaluation for all working supervisors reporting directly to him/her and ensures that supervision and evaluation is provided to all other staff in the district working in the functions for which he/she is responsible.
- 2.3 Assists in negotiations at the collective agreement and administers it with respect to employees in his/her areas of responsibility, acts as first line in the grievance procedure, approves leaves of absence and vacations, reviews and approves time sheets of working supervisors and responsible for approval of time sheets of other employees, authorizes overtime for working supervisors and responsible for authorization of overtime of other employees, participates in processes involving staffing and staff

- changes.
- 2.4 Ensures approved substitute lists for areas of responsibility are kept current and are provided to appropriate supervisors.
 - 2.5 Ensures all buildings, grounds, vehicles, equipment and machinery are safe, that all safety requirements are met and safety equipment at hand, encourages safe work habits, participates as management representative on the safety committees, administers the WHMIS, Vehicle Preventative Maintenance, coordinates Emergency Program Preparedness.
 - 2.6 Assists and advises in the preparation of the Board's annual operating and capital budgets for areas of responsibility.
 - 2.7 Responsible for development and approval of school bus routes; ensures buses are available for use as required, prepares reports required by Ministry, Motor Vehicle Branch, and other government agencies; receives, verifies and approves applications for transportation assistance and boarding allowances.
 - 2.8 Responsible for determination of appropriate custodian time allotments, ensures that buildings and facilities are kept in an acceptable standard of cleanliness.
 - 2.9 Advises, recommends and implements energy conservation measures.
 - 2.10 Ensures that buildings and facilities are maintained so that they are usable, attractive, comfortable and safe, deterioration is kept to a minimum, and they are properly protected (including responsibility for dealing with and monitoring alarm systems).
 - 2.11 Ensures that grounds, fences and play equipment are maintained in good condition, usable, attractive, and safe. Ensures coordination with Municipal Officials as requested.
 - 2.12 Works with architects and engineers in development of capital projects, liaison with facilities department of Ministry of Education, responsible for inspections of capital projects to ensure compliance with plans and specifications, prepares or obtains specifications and cost estimates for projects to be undertaken on a District management basis (such as roofing and reroofing, grounds development, minor renovations). Is familiar with the Ministry's Building Manual.
 - 2.13 Prepares or obtains specifications, arranges for calling tenders, reviews and approves orders for painting projects, chimney cleaning, piano tuning, servicing and repairing office machines and equipment, school buses and other vehicles, portable classrooms, fuel, and supplies and materials for areas of responsibility.
 - 2.14 Implements preventative maintenance programs as appropriate.
 - 2.15 Investigates and reports on acquisition of new sites and development of existing sites.
 - 2.16 Performs such other tasks as may be assigned by the Secretary-Treasurer.