

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 301.1.9	Assistant Director of Facilities and Services

Immediate Supervisor: Director of Facilities & Services

1. Core Responsibilities:

This position is responsible for the operational management of the Board's minor capital construction and maintenance services. The Assistant Director of Facilities and Services reports and is responsible to the Director of Facilities and Services. The Assistant Director of Facilities manages the human, supply and technical resources required to ensure the development and implementation of programs to deliver safe and well maintained schools and other board facilities in addition to providing general support to the Director of Facilities and Services.

2. Details of Responsibilities

- 2.1 Manages minor capital projects and coordinates the involvement of consultants, contractors and district/school staff regarding work in progress
- 2.2 Ensures that all regulatory, inspection, quality control and safety requirements are known, met and adhered to throughout capital projects and work in progress.
- 2.3 Participates in all aspects of progress payments, change orders and other contract related matters
- 2.4 Represents the Board in all dealings with architects, engineers and consultants and local government(s) regarding capital issues
- 2.5 Provides continued supervision of project completion work in progress to prevent problems and ensure compliance with projected budgets, schedules and standards.
- 2.6 Makes recommendations on the need for any additional work.
- 2.7 Prepares or obtains specifications, arranges for calling tenders, reviews and approves orders for maintenance and capital projects
- 2.8 Develops and ensures implementation of preventative maintenance programs as appropriate
- 2.9 Documents project-planning assumptions and decisions to provide a baseline for progress measurement and project control
- 2.10 Supervises and coordinates staff support activities related to capital projects or maintenance as directed
- 2.11 Conducts accident/incident investigations of occupational injuries, conducts inspections of facilities and equipment, assisting in training initiatives and contributes to the development and maintenance of an effective health and safety program.
- 2.12 Develops and monitors energy conservation efforts
- 2.13 Prepares reports and recommendations to improve operations and service systems.
- 2.14 This position will also provide general support to the Director of Facilities and Services as required.

3. Knowledge, Skills and Abilities:

1. Knowledge of the principles of building maintenance and building project management

2. Knowledge of local government organization, functions and processes related to building
3. Knowledge of the building code and Provincial government policy related to capital projects
4. Knowledge of legislation and regulations pertaining to health and safety in the workplace
5. Knowledge of contract writing techniques such as Request for Proposals and Request for Quotations
6. Ability to establish and maintain effective working relationships with a wide variety of staff as well as with external contacts, communicating effectively both verbally and in writing.
7. Requires excellent interpersonal skills and employee and labour relations experience.
8. Ability to use computer systems and software.

This position requires proven organizational abilities along with the proven ability to make reasoned decisions, committing oneself to a course of action and accepting responsibility; the ability to recognize the sensitive nature and wide ranging impact of solutions and seeking input from senior management as required; facing sensitive issues, taking appropriate action and exercising considerable tact and good judgment in knowing when to consult with the Director before taking action and when to keep the Director apprised on events.

Preference will be given to individuals that have the following qualifications:

Trade Certification in one or more Building Trades or a Construction Engineering Technologist with a minimum of 5 years experience working knowledge of building related mechanical, electrical and structural systems, hold a valid Class 5 Driver's License.