

ROLE OF FACILITY MANAGER

Background

Guided by the Division's mission, vision, principles/beliefs and motto, the Facility Manager will assist the Director of Business Services or designate in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education documents and Board policy.

Procedures

The Facility Manager is directly responsible and accountable to the Director of Business Services or designate.

The Facility Manager will have specific responsibilities for:

1. Facility Leadership

- 1.1 Provides leadership on all matters related to Facilities.
- 1.2 Formulates and implements preventative maintenance programs for all division owned facilities and grounds, ensures efficient operations of utility systems and equipment, ensure that buildings, grounds and playground maintenance and repairs are conducted in a timely manner, maintains, and supervises cleaning contracts for all divisional facilities.
- 1.3 Develops and implements a facility operations strategic plan for improvements and modifications covering facilities, equipment and grounds. Maintains an electronic work order system for tracking expenses related to maintenance and repairs, IMR, CMR and Capital projects as well as tracking a backlog of maintenance and repairs and facility upgrade projects. Maintains a record keeping system related to all facility activities.
- 1.4 Supports the provision of facility services to all Division-owned sites and inspects facilities and maintains records of lease agreements for all teacherages.
- 1.5 Liaises with school administration on repairs and maintenance required in Division-owned buildings. Liaises with representatives from Alberta Education and Alberta Infrastructure and provides required updates of modifications and changes related to divisional facilities.
- 1.6 Reviews, updates and ensures all Provincial reports such as Area Capacity and Utilization reports, gross area and instructional area reports, designated Outreach space reports, designated lease space reports, etc. in order to ensure PO&M funding is accurate.
- 1.7 Ensures updates to provincial electronic recordkeeping systems such as VFA and BLIMS are being kept current.

- 1.8 Ensure that lease agreements, rental agreements, and Joint Use Agreements are being followed and appropriate billing is in place.
 - 1.9 Liaise with other divisional departments such as Learning Services, H.R., Finance, Payroll, Transportation, Safety, Tech Services to ensure the facilities are meeting their needs.
 - 1.10 Liaise with consultants to ensure facility repairs, maintenance and upgrades meet all safety and building code requirements and proper specification are developed for tendering projects.
2. Human Resources Management
 - 2.1 Maintains a continual dialogue with the Maintenance Supervisor, Facilities Financial Coordinator and facility staff to ensure that good performance is recognized and that potential problem areas are identified and resolved.
 - 2.2 Conducts meetings and discusses with the Maintenance Supervisor, Facilities Financial Coordinator and facility staff any proposed changes to Board policy, Administrative Procedures or service delivery, or as the need arises.
 - 2.3 Maintains all records for facility staff necessary for the purpose of input documentation for the payroll department, including approval of all overtime and timecards.
 - 2.4 Sets staffing levels and provides recommendations on the hiring of facility staff. Sets up orientation and training for all new staff.
 - 2.5 Provides support for the professional development and certification requirements of facility staff. Ensures that all staff have required safety training for their assigned duties.
 - 2.6 Supervises, evaluates, and recommends retention/termination, promotion and suspension of facility staff.
3. Student Wellness
 - 3.1 Provides support to ensure that the physical environment is clean, healthy, safe, and is conducive to student learning.
4. Facility Management
 - 4.1 Monitors daily operation of the department and, in conjunction with Facility staff, makes any necessary changes that would improve the operational efficiency of the department. Provides direction and assigns duties to the Maintenance Supervisor and Facilities Financial Coordinator.
 - 4.2 Screens all work requests; prioritizes individual requests.
 - 4.3 In Consultation with the Maintenance Supervisor Coordinates the day-to-day maintenance program and ensures all work is carried out in a timely fashion.
 - 4.4 Meets with sales representatives, coordinates evaluation of all new and existing equipment and supplies.
 - 4.5 Ensures that all procurement regulations and divisional policies and administrative procedures are being followed when purchasing or tendering projects and contracts.

- 4.6 Ensures that all facilities, grounds, playgrounds, parking areas and student drop-off areas are properly maintained year-round and meet all municipal, health and safety, and code requirements
 - 4.7 Coordinates all maintenance projects and IMR, CMR, or Capital projects that are scheduled.
 - 4.8 Consults with facility staff to ensure that electrical, mechanical or architectural hardware systems are part of any new construction or modernization.
 - 4.9 In consultations with school administrators put in place, supervise, and evaluate all cleaning contracts for divisional facilities.
 - 4.10 Consults with the Director of Business Services or designate on requirements for teacher housing within the Division; ensures units are inspected and maintained.
 - 4.11 Prepares and presents reports to Administration and the Board as required.
 - 4.12 Participates in Central Operations meetings and provides advice related to facility operations.
 - 4.13 Tracks, investigates, and records any staff work related injuries and has all WCB required reporting completed.
 - 4.14 Reviews and provides feedback on facility insurance requirements.
 - 4.15 Conduct reviews of required teaching space requirements in schools each year following the September 30th enrollment count and recommend classrooms closures.
 - 4.16 Ensures all building management systems are operating properly and providing energy efficiencies that they were designed for.
5. Fiscal Responsibility
- 5.1 Prepares and administers annual operational, IMR and CMR budgets.
 - 5.2 Updates the IMR and CMR Plan of expenditures for the Division annually, ensuring consideration of changing priorities. Provides a yearly summary for IMR and CMR expenditures.
 - 5.3 In conjunction with the Director of Business Services or designate, develops capital plans, as required.
 - 5.4 Ensures ordering of all supplies, furniture and equipment required for facilities.
 - 5.5 Administers all contracts for Facilities.
 - 5.6 Ensures analysis of all utility invoices.
 - 5.7 Participates in procurement of utility contracts through the CPC.
 - 5.8 Coordinates the sale or disbursement of all surplus furniture or equipment within the Division following Divisional Policies and Administrative Procedures
 - 5.9 Ensures coding of all invoices and credit card transactions, ensuring all invoicing to and from the department is correct.
 - 5.10 Conduct a yearly review of all cleaning contracts and make adjustments to contract amounts based on enrollment and area of the cleaning contract.

- 5.11 In consultations with the Director of Business Services review and adjust department charge out rates.
 - 5.12 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 Director of Business Services directives.
 - 7.2 Ensures response to any intrusion or building alarm.
 - 7.3 Ensures that the department records are maintained.
 - 7.4 Handles emergencies and deals with crisis situations in a team-oriented fashion.
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 department.
 - 8.3 Initiates and maintains contacts with outside agencies, local community groups and School Councils.
 - 8.4 Confers with specialists, external consultants, and government personnel to obtain information and resolve disputes.
 - 8.5 Communicate in a respectful manner and always promote the division in a positive manner.
9. Director of Business Services Relations
- 9.1 Establishes and maintains positive, professional working relations with the Director of Business 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 Director of Business Services requires to perform their role in an exemplary fashion.
 - 9.4 Handles other duties as assigned by the Director of Business Services or designate.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Director of Business Service's expectations.
- 10.2 Exhibits a high level of personal, professional, and organizational integrity.
- 10.3 Promotes continuous education for themselves and staff in order to grow professionally.

Adopted/Reviewed: JUN 2016/NOV 2019/JAN 2023/JUL 2023

References: Sections 52, 53, 68, 204, 222, 225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Funding Manual for School Authorities