
ROLE OF MANAGING DIRECTOR – FACILITY /TRANSPORTATION SERVICES

Background

Guided by the Division's vision, mission, beliefs, values, and goals, the Managing Director – Facility Services will assist the Secretary-Treasurer in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board Policy.

Procedures

The Managing Director – Facility/Transportation Services is directly responsible and accountable to the Superintendent.

The Managing Director – Facility/Transportation Services will have specific responsibilities for:

1. Facility/Transportation Services Leadership
 - 1.1 Provides leadership on all matters related to Facility/Transportation Services.
 - 1.2 Formulates and implements preventative maintenance programs for utility systems, equipment, transportation shop, vehicles and building maintenance.
 - 1.3 Develops and implements a facility/transportation operations strategic plan for improvements and modifications covering facilities, equipment and grounds.
 - 1.4 Supports the provision of facility/transportation services to all Division owned vehicles and sites.
 - 1.5 Liaises with school administration on repairs and maintenance required in Division owned buildings and vehicles.
2. Human Resources Management
 - 2.1 Maintains a continual dialogue with Facility and Transportation Services staff to ensure that good performance is recognized and that potential problem areas are identified and resolved.
 - 2.2 Conducts meetings and discusses with Facility and Transportation Services staff any proposed changes to Board Policy, Administrative Procedures or service delivery, or as the need arises.
 - 2.3 Maintains all records for Facility and Transportation Services staff necessary for the purpose of input documentation for the Payroll Department, including approval of all overtime and time cards.
 - 2.4 Sets staffing levels and provides recommendations on the hiring of Facility and Transportation Services staff.
 - 2.5 Provides support for the professional development and certification requirements of Facility and Transportation Services staff.

- 2.6 Supervises, evaluates and recommends retention/termination and suspension of Facility and Transportation Services staff.
3. Student Wellness
 - 3.1 Provides support to ensure that the physical environment is safe and conducive to student learning.
4. Facility Services Management
 - 4.1 Monitors daily operation of the department and, in conjunction with Facility and Transportation Services staff, makes any necessary changes that would improve the operational efficiency of the department.
 - 4.2 Screens all work requests; prioritizes individual requests.
 - 4.3 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 vehicles, school grounds and student drop-off areas are properly maintained year round.
 - 4.6 Coordinates all summer maintenance projects and any IMR projects that are scheduled.
 - 4.7 Consults with Facility Services staff to ensure that electrical, mechanical, or architectural hardware systems are part of any new construction or modernization.
 - 4.8 In collaboration with the Office of the Superintendent, constructs and maintains the Business Continuity Plan.
5. Fiscal Responsibility
 - 5.1 Prepares and administers annual operational budget.
 - 5.2 Updates the three-year Capital Plan for the Division annually, ensuring consideration of changing priorities.
 - 5.3 In conjunction with the Secretary-Treasurer, develops the Capital Plan, as required.
 - 5.4 Ensures ordering of all supplies, furniture and equipment required for Facility and Transportation Services.
 - 5.5 Administers all contracts for Facility and Transportation Services.
 - 5.6 Ensures analysis of all utility invoices.
 - 5.7 Coordinates the sale or disbursement of all surplus vehicles, furniture or equipment within the Division.
 - 5.8 Ensures coding of all invoices and credit card transactions, ensuring all invoicing to the department is correct.
 - 5.9 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 Secretary-Treasurer directives.
- 7.2 Ensures response to any intrusion or building alarm.
- 7.3 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 and Transportation Services 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.

9. Secretary-Treasurer Relations

- 9.1 Establishes and maintains positive, professional working relations with the Secretary-Treasurer.
- 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 Secretary-Treasurer requires to perform his role in an exemplary fashion.
- 9.4 Handles other duties as assigned by the Secretary-Treasurer.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom she works in carrying out the Secretary-Treasurer's expectations.
- 10.2 Exhibits a high level of personal, professional, and organizational integrity.
- 10.3 Develops and implements a personal professional growth plan for their ongoing professional improvement.

11. Superintendent Relations

- 11.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 11.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board Policy and encourages staff to do the same.
- 11.3 Provides the information the Superintendent requires to perform their role in an exemplary fashion.

11.4 Performs other duties as assigned by the Superintendent.

References: Section 11, 33,52,53,68,196,197,204,222,225 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

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