

Administrative Procedure 458.1

ROLE OF ASSISTANT DIRECTOR – FACILITY SERVICES

Background

Guided by the Division's vision, mission, beliefs, values, and goals, the Assistant Director – Facility Services will assist the Managing Director - Facility Services 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 Assistant Director – Facility Services is directly responsible and accountable to the Managing Director - Facility Services.

The Assistant Director – Facility Services will have specific responsibilities for:

1. Leadership Practices

- 1.1 The Assistant Director - Facility Services is viewed positively and has the support of those with whom they work most directly in carrying out their responsibilities.
- 1.2 Actively demonstrates and subscribes to the practice of leadership.
- 1.3 Works collaboratively with the Managing Director - Facility Services.
- 1.4 Works to achieve goals approved by the Superintendent for the Department and the Division.
- 1.5 Assists the Managing Director - Facility Services in monitoring the achievement of the goals established for the Department and Division that are related to the duties of this position.
- 1.6 Develops and implements a personal professional development plan for their ongoing professional improvement.
- 1.7 Assists the Managing Director - Facility Services working with the schools and departments to implement strategies for enhancing student learning.
- 1.8 Provides supervision, evaluation, and supports to the bus mechanics and facilities individuals reporting to this position.

2. Facility Services

- 2.1 Assists in achieving the goals established for the Department of Facility Services and the Division.
- 2.2 Assists in monitoring the achievement of the goals established for the Department of Facility Services and the Division.
- 2.3 Recommends that corrective action be taken in the Department of Facility Services for goals that have not been achieved and monitors the corrective action.

3. Personnel Management

- 3.1 Assists the Managing Director - Facility Services in managing Department of Facility Services personnel.
 - 3.2 Assists the Managing Director - Facility Services in the deployment and supervision of all department of Facility Services staff and contractors.
 - 3.3 Assists the Managing Director planning for and implementation of Department of Facility Services in-service programs.
 - 3.4 Implements all safety and building code requirements.
4. Fiscal Responsibility
- 4.1 Assists the Managing Director - Facility Services with planning, development, monitoring of the Department of Facility Services budget.
 - 4.2 Assists the Managing Director - Facility Services in acquiring, modifying, monitoring and maintaining the physical assets of the division.
5. Policy
- 5.1 Provides leadership in the development of Board Policies and Administrative Procedures, as assigned by the Managing Director - Facility Services.
6. Other Duties and Obligations
- 6.1 Performs other duties and obligations as assigned by the Managing Director- Facility Services.

Procedures

The Assistant Director- Facility Services will report directly to the Deputy Superintendent - Human Resources and will have specific responsibilities for Emergency Preparedness and Occupation Health and Safety.

- 1. Emergency Preparedness
 - 1.1 In collaboration with the Office of the Superintendent, develops and maintains the Business Continuity Plan.
 - 1.2 Plans, coordinates, and implements the Emergency Preparedness Plan for the safety of students and staff and preservation of property.
 - 1.3 Plans and implements and efficient Emergency Preparedness Plan for the Division.
 - 1.4 Directs corrective actions be taken in the Emergency Preparedness Plan for outcomes that have not been achieved and monitors the corrective action.
 - 1.5 Develops and/or assists in the development of Emergency Preparedness related policy and administrative procedures and implements Board policy and procedures.
 - 1.6 Work collaboratively with Emergency Preparedness consultancy to sustain staff training levels in division schools.
 - 1.7 Work collaboratively with division schools to maintain Emergency Preparedness Plans.
 - 1.8 Manage and Maintain an Emergency Operations Centre.

- 1.9 Assign roles and responsibilities for Operations Chief, Planning Chief, Logistics Chief, Finance Chief, Information Officer and Agency Liaison Officer to appropriate central office staff.
2. Provides leadership in the planning and implementation of Occupational Health and Safety (OHS)
 - 2.1 Coordinate training programs in OHS for the Division.
 - 2.2 Perform OHS site inspections for the Division.
 - 2.3 Perform OHS incident investigations for the Division.
 - 2.4 Develop and review OHS policies and procedures for the Division.
 - 2.5 Maintain records relating to OHS, specifically training, incident reports, hazardous materials inventories, hazard assessments, and other OHS legislative requirements for the division.
 - 2.6 Initial contact for and within the Division on all OHS matters.
 - 2.7 Provides guidance and support to schools and other departments for the compliance of OHS in regards to current requirements and responsibilities of OHS Act, Code and Legislation.
 - 2.8 Promote OHS awareness and compliance.

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

Approved: November 2005

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