

Assistant Director, Maintenance and Operations



Position/Title: Assistant Director, Maintenance and Operations

Dept. /School: Facility Services **Pay Grade:** 530

Reports to: Director, Facility Services **Date:** _____

Incumbent: _____ **Supervisor:** _____

Function and Purpose of Position

Reporting to the Director, Facility Services. The Assistant Director, Maintenance and Operations is responsible for achieving the goals of the division. The Assistant Director is responsible to ensure that the department preventative maintenance, routine maintenance, and emergency maintenance programs are effective, efficient and timely. The Assistant Director, ensures emergency service is available to Elk Island Public Schools outside of normal working hours, monitors the operation adequacy of all buildings, ensures safety of all buildings and manages the work of the Foreman, Facility Contracting Services, Maintenance Foreman, and Project Manager - Maintenance and Operations. The Position is responsible and accountable for the division budget, carries out the personnel function and performs other related duties as necessary.

Activity A: Responsibility and Accountability

55%

Responsible and accountable for the business activities and Maintenance and Operations section of Facility Services including, but not limited to:

Monitors and ensure the safety of Elk Island Public Facility Services staff and School buildings.

- ✓ Inspect and reviews Elk Island Public Schools buildings in regards to structural safety, fire safety, and health safety aspects to ensure they meet appropriate codes and bylaws.
- ✓ Works with and assists authorities such as the local and provincial fire departments to conduct surveys of safety requirements in Elk Island Public Schools buildings.
- ✓ Active member of the Department Safety Committee.
- ✓ Conduct regular safety meetings with Facility Services staff.
- ✓ Ensure deficiencies noted in fire and safety inspections are corrected and those users' lives are not endangered by occupancy of the facility.
- ✓ Ensure ventilation of hazard or potentially dangerous areas is in accordance with applicable codes and safety requirements.
- ✓ Ensures the inspection and repair/replacement of Life safety equipment, fire extinguishers, emergency generators, hoses, etc.

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Ensures the appropriateness and effectiveness of the department's preventative maintenance programs, routine repair and/or replacement programs and emergency repair program by ensuring:

- ✓ An appropriate cost effective program for preventative maintenance is in place and is adequately monitored.
- ✓ An appropriate cost effective program for routine repair and/or replacement of materials and equipment is in place and adequately monitored.
- ✓ An an appropriate cost effective program for emergency repair of materials and equipment is in place and adequately monitored.
- ✓ Long term planning for major building system and components replacement.
- ✓ A Computerized Maintenance Management System in place to manage maintenance activities

Coordinates the activities of the division to ensure effective, efficient and timely utilization of manpower, equipment and materials for the department:

- ✓ Liaison with the Projects and Planning Division to determine which in-house construction projects can be handled efficiently by the Maintenance Division.
- ✓ Chairs scheduling meetings with the maintenance Foreman to determine work to be done by division staff on a weekly, monthly and annual basis.
- ✓ Monitor progress of the activities to ensure a preventative maintenance, routine repair/replacement, emergency repair and in-house construction projects are completed as scheduled.
- ✓ Ensure appropriate cost and manpower reports are produced accurately and timely to allow Division supervisors to monitor and control budgets.

Ensures emergency service is available for Elk Island Public Schools facilities if require outside of normal working hours by:

- ✓ Ensuring a system is in place to provide staff to be "oncall" as required to respond to emergencies.
- ✓ Ensuring emergency response is handled in an effective, efficient, safe and timely manner.
- ✓ Ensuring all clients and users are aware of system and how to access it in case of an emergency.
- ✓ Advising the Director of major or critical emergencies that have or could result in significant operational problems in any facility.

Monitors and ensures operational adequacy of Elk Island Public School Buildings:

- ✓ Visits and inspects Elk Island Public Schools buildings to be aware of the conditions in each facility.
- ✓ Ensures environmental conditions in each building are within Elk Island Public Schools standards as much as possible.
- ✓ Identifies repair/replacement and maintenance work to be done and ensures corrective actions is taken.

Manages the work of the Foreman, Facility Contracting Services:

- ✓ Ensures that adequate levels of services is delivered from the custodial contractors, landscaping contractors, snow removal contractors, County and

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Town's to provide a safe/clean environment for the building occupants.

Manages the work of the Project Manager – Maintenance and Operations:

- ✓ Ensures the Building Management Systems are utilized to its optimum capabilities in order to conserve energy and reduce utility costs.
- ✓ Ensures maintenance projects are completed on time and on budget.

Activity B: Financial Management

15%

To manage the operating budgets of Maintenance and Operations including:

- ✓ Prepare/provide input for the overall operating budgets for section.
- ✓ Review performance, control expenditures and take corrective actions as required.
- ✓ Execute signing authority pursuant to the Authority Matrix.
- ✓ Ensure the maintenance division remains within the allocated budget.
- ✓ Review cost estimates and exercise cost control.
- ✓ Obtaining quotations on labour and material costs.
- ✓ Explore alternative methods of accomplishing goals.
- ✓ Selecting the most economical way of procuring required equipment and services.
- ✓ Reviewing spending, analyzing variances and reporting findings to the Business Manager and the Director.

Activity C: Personnel Management

15%

Responsible for establishing and maintaining efficiency, moral and safety standards within the division by:

- ✓ Supervise, guide and lead the work efforts of direct reports.
- ✓ Develop manpower plans and succession plans
- ✓ Jointly establish personal growth plans.
- ✓ Empower staff in the conduct of their individual responsibilities.
- ✓ Allocating resources to suit Division needs.
- ✓ Recommending personnel and equipment requirements for the Division.
- ✓ Monitoring performance of staff and contractors.
- ✓ Evaluating the reporting on the performance, promotability and potential of employees and recommending retention or release.
- ✓ Disciplining staff when standards are not met and recognizing staff when standards are exceeded.
- ✓ Interviewing and recommending selection of staff.
- ✓ Identifying staff training needs and ensuring staff receive required training.

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Activity D: Building Relationships

10%

To develop relationships with business partners such as schools, other Central Service departments, municipalities, other school districts and regulatory agencies involving:

- ✓ Negotiate agreements
- ✓ Share information (two-way flow)
- ✓ Obtain approvals
- ✓ Resolve disputes
- ✓ Represent Elk Island Public Schools

Activity E: Other Duties and Responsibilities

5%

- ✓ Assist the Project and Planning department with Capital and IMR projects as required.
- ✓ Attend meetings as a resource person.
- ✓ Obtaining permits as required.
- ✓ Conducting studies and preparing feasibility reports.
- ✓ Liaising with user departments to identify and establish facility needs.

EDUCATION AND EXPERIENCE

a) Education:

- i. Must have a related University degree, Power Engineering certificate, Trades Certification or a Facility Management designation.

b) Experience:

- i. Must have a minimum of ten year's experience in Maintenance and Operations, budgets and staff supervision.
- ii. Must have experience with Building and Energy Management systems.

Approximately 12 to 18 months – reflects learning of administrative processes, meeting partners as outlined in Activity D and experiencing a complete planning/budgeting/operating cycle within the organization.

KNOWLEDGE, SKILLS AND ATTITUDES

Advanced knowledge of discipline's concepts (e.g., highly specialized knowledge of financial analysis gained through completion of a C.A. program)

- ✓ Well developed interpersonal, collaboration and team skills.

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- ✓ Well developed written and verbal communication skills.
- ✓ Skilled in both leadership and management.
- ✓ Knowledge of budget processes and strong spreadsheet skills.
- ✓ Knowledge of the planning, design, construction and operation of commercial/institutional facilities.
- ✓ Well developed computer skills.
- ✓ Extensive knowledge of the National Building Codes, Electrical, Plumbing, Gas and Fire Codes, and Occupational Health and Safety regulations.
- ✓ Extensive knowledge of safety procedures and standards.
- ✓ Extensive knowledge of contract supervision and methods and procedures.
- ✓ Extensive knowledge of planning and scheduling procedures.
- ✓ Extensive knowledge of preventative maintenance and practices and procedures.
- ✓ Ability to prepare specification read and interpret blueprints.
- ✓ Ability to prepare and present reports and briefs.
- ✓ Ability to operate a motor vehicle, possess a valid Alberta Driver's License.

DECISION MAKING

- ✓ Financial signoff pursuant to the Approvals Matrix.
- ✓ Operational issues surfaced by direct reports.
- ✓ Budget expenditures.
- ✓ Changes to procedures.
- ✓ Changes to programs.
- ✓ Recommendations to policies.
- ✓ Modify or change established methods and procedures, but stay within program or legislative boundaries.
- ✓ Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines.

WORKING WITH OTHERS

- ✓ Contact with employees, business representatives, municipalities, directors and principals in negotiation of agreements in context of diverging interest, in which cooperation is difficult to achieve.
- ✓ Assign work to others.
- ✓ Assign and check work of others.
- ✓ Coordinate the work of others.
- ✓ Schedule the work of others.
- ✓ Bring in extra help to accommodate workload.
- ✓ Interview prospective employees.
- ✓ Recommend prospective employees for hire.
- ✓ Discipline employees.

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- ✓ Conduct employee appraisals.
- ✓ Establish work priorities.
- ✓ Train staff.
- ✓ Establish job content.

PHYSICAL DEMANDS

- ✓ Intense concentration (visual, listening, mental)
- ✓ Some lifting, carry, climbing, standing.

WORKING CONDITIONS

This position has the following working conditions:

- ✓ Office environment.
- ✓ Predominately indoors with the exception of being on site.

ADDITIONAL INFORMATION

- ✓ Coordination of many positions.
- ✓ The challenge of matching funds available for best use within the 2 million sq.ft. of the aging portfolio.
- ✓ Demands from 43 schools play a key role in this position.
- ✓ Being accountable for an operating budget in excess of 5 million dollars.