



The Director of Facilities reports to the Associate Superintendent: Corporate Services for managing the overall facility operations of the Commission to ensure that students and staff have a clean, healthy and safe environment in which to work and learn.

The Director of Facilities has the responsibility for planning, organizing, and directing the custodial, repair, maintenance and groundskeeping activities. The administrative responsibilities of the position are broad in scope and encompass a wide range of departmental activities. The work is performed in accordance with Federal, Provincial and local laws and regulations and MESC administrative procedures. The Director works collaboratively with the Director of Capital Assets in providing oversight to new construction and renovation projects.

Work is performed under the general direction and review of the school district's central administration. The Director has leeway for the use of independent judgment in carrying out the details of the work. Supervisory responsibility is exercised through the Facilities Coordinator and Custodial Coordinator over custodial, facility maintenance and groundskeeping staff.

As a leader in the organization, the Director of Facilities will model the intent of the Maskwacîs Declaration on Education and the core values of **Wahkotowin, Iyiniw Mamotohnehickikan, Nehiyaw Pimatisiwin, and Nehiyawewin**. This is evident by:

- Ensuring that decisions are made to the ultimate benefit of Maskwacîs students;
- Assisting the Superintendent and the board to ensure that all students benefit from their treaty right to a quality education;
- Respecting the Cree language, spirituality, and traditions within the Education Authority; and
- Providing Maskwacîs leadership (the Cree way) in all matters relating to education in the Maskwacîs Schools: consensus building, creating dialogue with stakeholders, and empowering leadership in the system.

PRIMARY JOB RESPONSIBILITIES:

Building and facility upkeep

- Ensure all facilities are up to code and compliant with any relevant legislation.
- Perform regular property inspections of building interiors, common areas, building exteriors, and landscape.
- Ensure effective management of loss prevention, risk management, security, maintenance, landscaping, snow removal, ventilation, heating, cooling and other daily activities.
- Works collaboratively with the Director of Capital Assets to plan and manage replacement of major capital expense items such as HVAC system, roof systems and parking lot surfaces.
- Request for quotations, oversee contractors, supervise work and approve invoices for all services required to maintain the properties.
- Ensure 24/7 availability of emergency services.
- Comply with safety regulations and maintain clean and orderly work areas.
- Set priorities for preventative maintenance, maintenance requisitions and scheduled work.



Staff management

- Oversee the Facilities Coordinator and the Custodial Coordinator.
- Plan and prioritize work.
- In collaboration with the Coordinators monitor work quality and provide training to staff as needed.

Administrative Responsibilities

- Develop an annual strategic plan and implement
- Manage a budget
- Update and maintain information in MESC records systems and department databases.
- Provide general status reports for all properties as scheduled.

Additional Responsibilities

- Additional responsibilities as assigned.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Physical ability to lift up to 50lb.
- Safety equipment will be required, e.g. steel-toed safety boots, safety glasses/goggles, etc.
- Overtime as required.
- Work both indoors and outdoors.

How to apply:

Please submit your application to hr@maskwacised.ca

This position will remain open until filled

Interested applicants should include a covering letter and resume.

We appreciate and consider all applications but only candidates chosen for our short list will be contacted.