

**Greater Victoria School District #61
JOB DESCRIPTION**

Job Title:	Facilities Coordinator	Job Code:	2
Department:	Facility Services	Date Updated:	27 September 2016
Division:	Director's Office	Date Evaluated:	
Reports to:	Director of Facilities		

POSITION OVERVIEW

Reporting to the Director Facilities, this position is responsible for providing business, program, and project level coordination and support.

KEY DUTIES & RESPONSIBILITIES

1. Coordinate assigned projects and day-to-day operational functions such as, but not limited to:
 - a. District Fleet Management. Act as the District Fleet Manager, including oversight of the contracted Fleet Manager and various Fleet supply and maintenance contracts
 - b. Energy Management. Act as the District Energy Manager and be responsible for the tracking and reporting on District wide energy consumption (gas, electricity, water etc) including current utility tracking contracts and mandated Carbon Neutral Reporting tracking and reporting;
 - c. Work Order System. Be the Departmental lead on the acquisition, set-up, implementation and overall long term management of a new Work Order system for facilities including effectiveness and exception reporting;
 - d. District Leasing. Coordinate and manage all District long term leases and get renewals prepared in conjunction with Rentals and Secretary Treasurer staff.
 - e. Objective Tracking and Reporting. Manage the tracking and reporting of annual Departmental Objectives and Tasks along the way with Departmental Management on behalf of the Director.
 - f. Reporting. Be responsible for maintaining accurate records and for producing progress reports on a variety of Departmental initiatives and for assigned projects/responsibilities
2. Budget. Facilities Budget coordination and tracking on a day-to-day basis with Finance staff and acting as the Departmental Coordinator for the annual District Budget on behalf of Director
3. Inquiries. Manage all External Inquiries from the Public through the development and management of an "External Inquiry Tracking System" and assign and then follow-up on actionable items
4. Administration. Provide Administrative support to the Director as directed. Tasks may include:
 - a. Managing Departmental responses to all Grievances received, ensuring compliance with Union Agreement response guidelines;
 - b. Coordinating Directors schedule and emails on a daily basis
 - c. Write draft emails, letters, prepare draft Board reports, memoranda and presentations for the Director;
 - d. Set-up and coordinate meetings on behalf of the Director at various levels internal and external to GVSD;
 - e. Assist in the preparation of various reports and presentations as assigned; and
 - f. Provide oversight and direction on departmental communication portals with internal and external stakeholders and vendors including the oversight of a renewed Departmental section of the District website and internal/external Work Order Portal(s).
5. Other
 - a. Represent the Department with external working groups as assigned by the Director
 - b. Perform additional duties and undertake special studies and projects as assigned
 - c. Perform other job related duties.

6. Be responsible to work in compliance with all related Occupational Health and Safety Regulations; the District Occupational Health, Safety and Workplace Violence Policy and Procedures; as well as established industry guidelines.

SKILLS & QUALIFICATIONS

- Post-secondary degree/diploma in Business Administration, Finance/Commerce or Engineering
- A minimum of 3 years of related work experience as deemed acceptable by the employer.
- Project Management Training or Project Management Professional (PMP) designation would be an asset.
- Valid driver's licence with no more than 3 demerit points
- Excellent verbal and written communication skills with ability to build and maintain strong business relationships at various levels within and external to the District
- Organizational skills with attention to detail and ability to meet deadlines
- Superior interpersonal skills including the ability to work effectively in a team environment
- Ability to manage multiple tasks at one time, manage your own and Director's priorities and work with minimal supervision
- Flexibility in assigned task to meet Departmental requirements
- Demonstrated ability to exercise significant discretion and sensitivity
- Demonstrated analytical and problem solving skills
- Computer proficiency in MS Office (Word, Excel, Outlook).

WORKING CONDITIONS

- General office environment. May be required to work outdoors and/or visit District locations and construction sites from time to time
- Moderate physical activity; lifting up to 20lbs
- Some travel to various sites and external meetings in our own vehicle
- Regular exposure to emotionally charged and conflict situations
- Must be able to work after hours when deemed necessary to meet deadlines and deal with ongoing issues/crises

Supervisor's Signature

Department Head's Signature

HR Director's Signature

Date

Date

Date