



Facilities Administration Systems Supervisor

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OVERVIEW

Reporting to the Director of Facilities Services, the Supervisor maintains efficient and effective administrative, scheduling, staffing support and financial systems needed to maintain operations in each school and building across the District.

The Supervisor is responsible for coordinating custodial staff schedules and maximizing staff availability and presence at all district properties and provides administrative and financial tracking support functions across the Department.

The position supervises a section of administrative staff and providing support to the director, managers and line supervisors within the department.

POSITION DESCRIPTION FACILITIES ADMINISTRATION SYSTEMS SUPERVISOR

FSS -1

Confirm the input and accuracy of information captured in the Facilities Management System (FMS), Time-Entry-Web (TEW) and Attendance Management System (AMS) for the Facilities Department. FMS is used to forecast vacations and leave requests for all sites during the annual break periods and ensure adequate custodial coverage.

- a. Forecasts and reconciles vacation entitlements and confirms school schedules to determine custodial service schedules for the annual break periods.
- b. Tracks and reports on approved requests for time off, to ensure sufficient staff coverage for future service demands;
- c. Plans, implements and maintains automated and manual Facilities records and processes in accordance with records management standards and schedules;
- d. Maintains the integrity of FMS through review and reconciliation of inconsistencies and anomalies;
- e. Orients new users and provides technical advice to managers, supervisors and staff regarding the TEW and AMS systems and modifies schedules and reconciles inconsistencies and anomalies;
- f. In conjunction with custodial supervisors creates and maintains run maps of the custodial "runs" for each district building and the hours for each run.

FSS - 2

Provides administrative support for posting, selecting and training of all Facilities staff positions.

- a. Prepares all staff change documentation for approval by the Director and communicates updates to the Human Resource Department;
- b. Provides administrative support for the interview and selection process and does the on-site orientation for new staff in conjunction with Human Resources;
- c. Supervises the development, input and maintenance of Facilities training records and certifications;
- d. Coordinates internal movement of all staff; plans and coordinates placement events like Claiming Day while ensuring adherence to Collective Bargaining Agreements;
- e. Advises managers of any approved budget adjustments to staffing levels due to space open or closing.

FSS - 3

Oversees dispatch of CUPE 382 spareboard staff to daytime and evening custodial, labourer or grounds crew assignments.

- a. Coordinates recruitment and assignment of summer labourer programs
- b. Resolves gaps and overlaps of custodial staff assignments;
- c. Liaises with the Rentals and Leasing Supervisor to ensure rentals/special event coverage is scheduled and ensures schools are properly secured;
- d. Ensures all shifts are covered on a daily and weekly basis and coordinates additional staff for special projects.

FSS - 4

Records expenditures for the Facilities Department.

- a. Ensures all positions within the Facilities Department are accounted for in the Operating Budget to the reconciliation stage. This includes annual staffing variables and investigation/reconciliation of inconsistencies or anomalies;
- b. Produces ad hoc and standard reports required by the Board, other departments and external agencies;
- c. Answers inquiries related to specific areas and general department operations by providing information and contract and policy application.

FSS – 5

Provides training and ongoing support for the Facilities Department Service Request System.

FSS – 6

Oversees the development, input and maintenance of facilities training, records and certificate tracking.

FSS - 7

Provides administrative support to the Facilities Fleet Manager for the Fleet Management System.

- a) Maintains and requests Drivers' abstracts for each employee that either drives a school district vehicle or their own personal vehicle;
- b) Ensures the historical data is accurate as it pertains to every vehicle held in the fleet and continues to enter data as required

FSS - 8

Develops tracks and reports on the mandatory Carbon Neutral Government requirements and results as legislated by the Provincial Government.

- a) Ensures the accuracy of all data collected from various sources and ensures that the data for all sites is uploaded into the provincial website for the Climate Action Secretariat
- b) Modifies and creates new locations/metrics to ensure all data is encapsulated for every site in the District
- c) Assists with the Carbon Neutral Action Report and associated surveys

FSS - 9

Initiates and proofreads correspondence, memoranda, reports, and emails on behalf of the Director and/or Managers and acts upon matters not requiring the Managers attention.

FSS - 10

Researches, extracts and collates data and information and creates reports which are used by the Director and/or Managers in decision making processes.

FSS - 11

Supervises the Administration section by providing training, prioritizing workloads, and assigning duties, monitoring outputs, developing and scheduling work plans.

FSS - 12

Performs other assigned comparable or transient duties that are within the area of knowledge and skills required by the job.

QUALIFICATIONS
FACILITY ADMINISTRATION SYSTEMS SUPERVISOR

EDUCATION	<p>Grade 12 or equivalent, and</p> <p>Minimum of two (2) year post-secondary diploma program in business management and/or office administration including training in data base applications, and accounting basics and supervision,</p> <p>or an equivalent combination of education and experience.</p> <p>(Must demonstrate desktop skills including documents, spreadsheets, presentations, web pages, e-mail and bookkeeping skills by passing related district tests).</p>
EXPERIENCE	<p>More than three years of specific experience with staffing, dispatch and accounting; processing transactions and manipulating data generated from a multiple operations systems and implementing system changes that include demonstrated leadership skills.</p>

KNOWLEDGE OF	<p>Service request or comparable systems sufficient to advise others in the use, application and updating of modules.</p> <p>Knowledge of Human Resources Information systems, practices and procedures including leadership, coaching, conflict resolution and hiring best hiring practices.</p> <p>Records management systems and procedures.</p> <p>Freedom of Information and Protection of Privacy Act.</p> <p>Broad knowledge of project/team management and scheduling.</p> <p>Extensive knowledge of database management, spreadsheet, word document manipulation and presentation software.</p> <p>Budget preparation and control.</p> <p>Related District policies procedures and regulations including knowledge of the application of CUPE 382 and 947 Collective Agreements.</p>
SKILLS AND ABILITIES TO	<p>Keyboard at 60 wpm.</p> <p>Proficient with spreadsheets and word processing and other standard desktop applications.</p> <p>Draft, edit professional error free written documents using business English.</p> <p>Maintain a high level of confidentiality/sensitivity of information seen or heard.</p> <p>Take initiative and exercise discretion in determining priorities.</p> <p>Request and convey information in an appropriate manner.</p> <p>Manage multiple projects, set priorities, perform duties with speed, accuracy and efficiency and work effectively under pressure and tight deadlines.</p> <p>Establish priorities for staff and delegate and provide feedback on performance.</p> <p>Supervise the work of others, including using interpersonal skills to solve employee disagreements using conflict resolution techniques, monitoring quality, accuracy and quantity of work assignments (including interviewing, training and evaluating).</p> <p>Clearly communicate instruction over the phone or email and provide advice, guidance, instructions and directions and resolve operational/time conflicts.</p> <p>Problem solve when either recommending, discussing to clarify information or negotiating matters with others.</p> <p>Make presentations to groups/meetings to provide information or direction on processes.</p> <p>Respond to inquiries and complaints and deal with angry or upset staff or members of the public.</p>

	<p>Develop and apply appropriate work methods, procedures and policies.</p> <p>Pay close attention to detail in order to review the transactions of others and resolve discrepancies.</p> <p>Manage time and resources effectively.</p>
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Operates in an environment with constant interruptions and changing priorities and regularly works with confidential information.</p> <p>Sufficient vision, hearing and dexterity to perform related job duties.</p> <p>Able to lift up to 18 kg (40lbs) and operate related equipment.</p> <p>Able to perform related physical and mental activities.</p>

April 2018