

Position Title: Assistant Manager of Building Maintenance
Classification: Grid 4
Department: Facilities Services
Reports to: Manager Building Maintenance

Position Summary

The Greater Victoria School District has over 52 separate buildings and 3.1 million ft² (287,000 m²) of floor space housing over 20,000 students and 3,000 staff. Buildings range in age from over one hundred years and carrying heritage status to newer state of the art facilities, and collectively span across five municipal jurisdictions.

The Assistant Manager of Building Maintenance is responsible for the day-to-day maintenance and repair of the various buildings and building systems associated with District schools and administration facilities including, but not limited to, mechanical (plumbing and heating), electrical, life safety (fire alarms and sprinkler systems) and water distribution systems, along with building interior and exterior maintenance carpentry, painting, and external lands/fields maintenance and associated site services. In addition, the Assistant Manager of Building Maintenance is responsible for the management of hazardous materials and their abatement and removal (asbestos, lead and mould).

POSITION DESCRIPTION

Implements and maintains the District's maintenance and preventive maintenance schedules to ensure that all building systems and site services are operating effectively, efficiently and promote a healthy and safe educational environment, and are available when required to meet the educational requirements of the District.

Ensures that repairs to buildings throughout the District are dealt with effectively, efficiently and with minimal disruption to the day-to-day operation of the schools.

Ensures that building systems, controls, and operating procedures and processes are designed, installed and maintained to be as energy efficient as possible. Manager is to initiate efforts to reduce energy usage whenever and wherever possible within assigned operating and capital budgets.

In conjunction with School Administrators, ensures that all fields are maintained in a good state of repair and are safe to use at all times.

Develops the annual field maintenance and repair program and schedules field improvements.

Ensures the adequate and effective inspections of schools, associated lands, playgrounds, and play structures as well as other District owned properties and prepares regular site assessment reports (hazardous materials, safety systems, building systems, grounds, work order backlog, etc.).

Coordinates Division activities with School Administrators to ensure that their needs are met and that identified issues are dealt with in a timely manner and resolved as best as possible given assigned priorities and resources.

Ensures that all assigned work orders are completed effectively, efficiently and in accordance with established completion target and goals.

Records, monitors and controls maintenance costs associated with the maintenance of District systems and facilities.

Manages the inventory of all maintenance related parts, materials and contractor/contracted services/labour required for the effective day-to-day maintenance of the facilities plant.

Manages the acquisition and maintenance of tools and equipment assigned for the day-to-day maintenance of the facilities plant.

Identifies improvements required and works with Capital team to prepare estimates for maintenance improvements and special school-funded projects for submission as part of the budget or capital budget planning processes.

Prepares the specifications, coordinates estimates, reviews planned awards, and manages contracts for contractors used in the performance of duties and tasks assigned to the Division.

Ensures that Division staff comply with approved District/Departmental purchasing policies and direction.

Maintains leading edge knowledge and is aware of new products, equipment and materials that can improve or update the effective cleaning and/or operation of the District plant.

Ensures that assigned staff adhere to Occupational Health and Safety legislation, as well as corporate policies and procedures in the area of health and safety.

Assigns work, conducts performance appraisals, authorizes timesheets, mileage and vacation schedules and conducts disciplinary investigations.

Manages the annual training plan for all assigned staff and ensures they are trained, qualified and ready to meet any legislative requirements.

Ensures that all staff are oriented regarding District cleaning processes, procedures and equipment to be used in the conduct of their duties and assigned tasks.

Prepares and monitors WorkSafeBC procedures and District accident reporting forms and protocols related to assigned staff.

Assists in Union negotiations as required and participates as a member of the Management Team on the Labour Management Committee.

Acts as the Manager of Building Maintenance in the absence of the Manager.

Performs other assigned duties as and when required.

Measures:

Budget: \$7.8 million

Staff: 67

Buildings: 52

Playing Fields: 202 hectares (500 acres)

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Red Seal Building Trades Certification

AND

Minimum three years of related experience including the supervision and coordination of unionized employees including working with stakeholders in a leadership role and supplemented with courses, workshops and seminars in supervision and leadership

An equivalent combination of education and experience acceptable to the District will also be considered

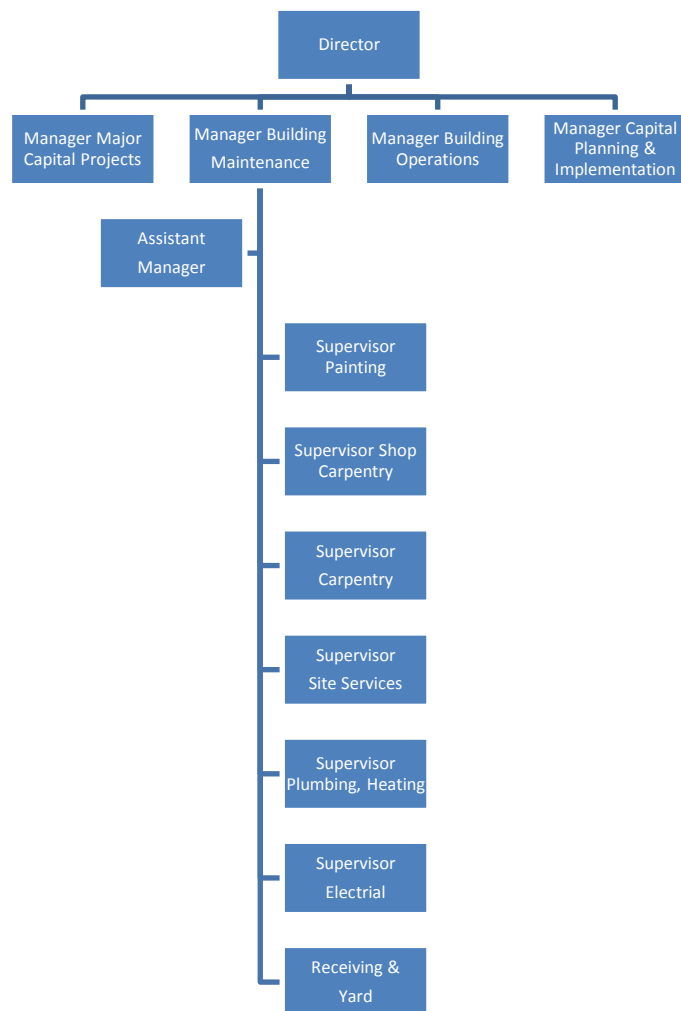
KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of current building operations and systems, preventative and day-to-day maintenance sufficient to direct the work of others
- Knowledge of project and time management practices to efficiently administer multiple short-term projects and deal with competing priorities
- Knowledge of relevant legislation (WHMIS, Human Rights Code, etc.)
- Knowledge of energy conservation measures
- Knowledge of computer information technology, and desk top self-sufficiency (Word, Excel, Outlook, PowerPoint and other related data bases)
- Knowledge of union collective agreements, grievances and investigation procedures
- Deal effectively with educators, contractors and other District staff and with all work related contacts recognizing a diverse and complex client group
- Exercise good judgment, discretion and tact at all times when responding to complex situations
- Motivate and supervise the work of others, including using interpersonal and conflict resolution techniques all in a unionized work environment
- Estimate, budget and manage significant funding and material resources
- Request and convey information in a diplomatic manner
- Compile and analyze data for reporting purposes
- Plan, organize and distribute work in a fair manner
- Work under pressure with multiple deadlines

- Make presentations to groups to provide information or present the department's position on a topic or issue
- Maintain confidentiality of information seen or heard

OTHER REQUIREMENTS

- Driver's license and use of personal vehicle for business purposes
- Maintain an acceptable Vulnerable Sector Police Security Clearance



October 2018