



SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)

EXEMPT Posting #07 (2010/11)

February 26, 2010

DIRECTOR OF FACILITIES & OPERATIONS

Reporting to the Superintendent of Schools, the Director of Facilities & Operations is a senior management position that provides leadership in the areas of maintenance and repair, minor capital renovations, custodial operations, transportation, and buildings and grounds. The scope of responsibility includes associated planning, design, engineering and administration. Vacancy is effective August 1, 2010 (or at a mutually agreeable time).

GENERAL REQUIREMENTS:

- Plan, organize, coordinate and control the functions of the Physical Plant, with the objective of achieving efficient, effective and economical operations
- Determine department staff complement and the overall direction, supervision and training of staff and contractors providing service to the school district
- Coordinate and control annual operating budgets for administration, plant maintenance, minor renovations, operations, grounds and transportation
- Assist in the development and preparation of the annual Capital Budget.
- Develop and manage the Annual Facility Grant
- Prepare and submit an annual report including an analysis of staffing and costs pertaining to any operations or maintenance area
- Keep abreast of all regulations, building codes, fire safety standards and such other requirements that bear on building and grounds design and construction
- Prepare necessary plans and specifications for maintenance and minor capital works
- Assist in the development and implementation of district policies and procedures to maintain effective and efficient department operations in compliance with building codes and occupational health and safety operations
- Responsibility for emergency management and fire safety
- Ensure that the environment in all school district buildings is maintained at a level acceptable to the Board and other authorities
- Ensure effective security of all school district buildings is maintained to reduce vandalism and loss of property
- Provide leadership and support the district's energy management policy and program in all school district buildings
- Ensure preventative maintenance programs are in place
- Ensure all maintenance work is completed on a priority basis
- Participate when required in reviewing all plans and specifications prepared by architects and engineers to ensure they reflect requirements of the district
- Participate when required as a resource person in negotiations with CUPE
- Other duties as assigned

QUALIFICATIONS MUST INCLUDE:

- Certification at the School Plant Facility Manager level or equivalent
- Eight years experience in maintenance, grounds, custodial or related function, including five years experience in a supervisory capacity
- Skill in operating personal computers, including word processing, spread sheet, database applications, and automated drafting and trade programs, such as CAD
- Demonstrated ability to build effective teams and a sense of community, and to work effectively in a unionized environment
- Valid driver's license and the ability to qualify and maintain qualification for District vehicle insurance coverage
- Must possess or obtain asbestos certification within six months of employment

THE PROCESS:

Submit your cover letter & include your resume, professional credentials, transcript(s), & a minimum of three current professional references.

Applications accepted by E-mail: jobs@sd40.bc.ca, Fax: 604-517-6384, or to:
Human Resources & Information Services
1001 Columbia Street – 2nd Floor, New Westminister, BC V3M 1C4
Only those applicants selected for an interview will be contacted.

Closing Date for Applications: 12:00 noon, March 19, 2010

*School District No. 40 (New Westminister) is an equal opportunity employer.
Successful Completion of a Criminal Record Search is a District Requirement. www.sd40.bc.ca*