

Position Title: Assistant Manager of Building Operations

Classification: Grid 4

Department: Facilities Services

Reports to: Manager Building Operations

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, which collectively span across five municipal jurisdictions.

The Assistant Manager of Building Operations is responsible for the afternoon and evening operation of the Greater Victoria School District schools and administration facilities including the cleaning, heating, security, and identification of maintenance issues; and mail and cartage requirements. Responsibilities also include oversight over facility rentals for community and school use purposes.

SPECIFIC RESPONSIBILITIES

Manages the standards and cleaning processes to ensure that the physical environment in schools remains in compliance with all associated federal, provincial, municipal and District regulations and policies.

Conducts workload analyses and recommends changes to Division's cleaning schedules to ensure that all classrooms are clean, healthy and safe and available to meet the educational requirements of the District.

Oversees inspections of schools and other properties to ensure compliance with established cleaning and security protocols.

Conducts assessments and prepares reports (safety, building systems, cleanliness, grounds, work order backlog, etc.) for coordination of activities with other District Divisions and Departments.

Produces and maintains custodial equipment inventory, including management of depreciation, repair, and replacement throughout the district.

Analyzes and recommends adjustments to the annual Departmental Operating Budget for accounts assigned to the Building Operations Division.

Recommends specifications for contracts and contractors used in the performance of duties and tasks assigned to Building Operations.

Researches and recommends 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 and related corporate policies and procedures.

Manages the day-to-day security and custodial support and access to all schools and classrooms by educators, students, community users of our facilities (renters) and other District staff

Coordinates with school principals, police and fire departments matters pertaining to security and safety, and coordinates staff and external patrol inspection services when and where required.

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 Operations in the absence of the Manager.

Performs other assigned duties as and when required.

Measures

Budget:	\$7.9 Million
Staff:	170
Buildings:	52
Square Feet:	3.1 Million ft ²
Revenue	\$1.0 million

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Completion of relevant post-secondary education in operations management, engineering, trade certification or comparable academic studies

AND

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

OR

An equivalent combination of education and experience acceptable to the District

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

