



The Grand Erie District School Board

Invites Applications for the Position of

MANAGER OF FACILITY SERVICES

The Grand Erie District School Board's 2,800 employees provide quality education to approximately 26,000 full-time equivalent students who attend our 73 schools. The Board spans a geographic area encompassing the City of Brantford and the Counties of Brant, Haldimand and Norfolk with the Head office located in Brantford.

Reporting to the Superintendent of Business, the Manager of Facility Services will be responsible for the operations, maintenance, custodial, construction and renovation functions for all Board facilities. Further responsibilities include property management, project management, energy, environmental issues, procurement of utilities, community use of Board facilities. The successful candidate will possess a customer service perspective, proven leadership capabilities in collaborative decision-making and team building. Using highly-developed communication and interpersonal skills, you will provide direction and support that builds trust, develops relationships and motivates staff to respond to the needs of staff and students.

Major Duties and Responsibilities:

- Responsible for the planning, coordination and management of various capital projects/programs ranging in size from minor renovations to new school construction within a multi-million-dollar budget, in alignment with the Board's strategic directions and priorities;
- Provide departmental and system leadership for the facilities department, including management of the Board's operations and maintenance staff;
- Provide direction for all major construction projects, including selection and coordination of architects, engineers and contractors as well as project schedules and ongoing costs;
- Ensure the effective management of all services including snow removal, grass cutting, landscaping, building security, waste management, fleet management and utilities;
- Assist with budget preparation and monitoring of all Facilities operating and capital accounts;
- Ensure ongoing communications with all levels of the Board including administrators and senior staff. Ensure appropriate ongoing communications with internal and external stakeholders including school communities, administrators, municipalities, and public-sector partners;
- Develop reports on the status of projects, initiatives and plans pertaining to the Facilities portfolio;
- Ensure the Board is compliant with all legislation and acts including regulatory bodies as well as ensuring the highest level of service and safety standards and procedures are consistently applied;
- Develop, implement and evaluate policies and procedures;
- Other duties as assigned.

Qualifications:

- Post-secondary education in Engineering or a related field;
- Minimum five years of progressive experience in construction and/or facility management, preferably in the public sector;
- Experience with municipal approvals process, consultant/construction contracts and tendering procedures within the Broader Public Sector, relevant government regulations and school design preferred;
- Thorough working knowledge of custodial and maintenance processes, building construction, *Occupational Health and Safety Act*, Ontario Fire and Building Codes, *Ontario Human Rights Code*, *Safe Schools Act*, and contract administration;

- Proven supervisory and leadership experience;
- Demonstrated negotiating, project management, planning and assessment skills;
- Demonstrated initiative and effective coordination, decision-making, problem-solving and conflict resolution skills;
- Excellent budget development and budget management skills;
- Willingness to work outside of the regular business day, as required;
- A valid driver's licence and access to a reliable vehicle.

Salary: The annual salary range for this position is \$122,125 - \$129,355.

If your qualifications, positive attitude and commitment to excellence make you an ideal candidate for this position, please submit your application, marked “personal and confidential”, which includes a complete resume, cover letter with the names and telephone numbers of at least three professional references (including your current or most recent supervisor) by **November 23, 2018**. Apply to:

The Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3
Fax (519) 759-5362 or email at hr@granderie.ca

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

All submissions are subject to a screening process and some applicants may not be granted an interview.

All new employees are required to provide an original Police Record Check (which includes a “vulnerable sector search”) acceptable to the Board prior to the commencement of employment.