



FACILITIES and SAFETY SUPERVISOR
PRAIRIE ROSE SCHOOL DIVISION

Position: Facilities and Safety Supervisor

Reports to: Secretary-Treasurer

The Facilities and Safety Supervisor is a member of the senior administrative team, comprised of the Superintendent/CEO, Secretary-Treasurer, Assistant Superintendent, Assistant Secretary Treasurer, Director of Student Services, Human Resources Manager Transportation Supervisor and Information Technology Supervisor.

The Facilities and Safety Supervisor functions under the direction of the Secretary-Treasurer and shall be prepared to perform other duties as assigned by the Secretary-Treasurer.

The Facilities and Safety Supervisor is responsible for the upkeep and maintenance of all the buildings, furnishings, life safety equipment, grounds and facilities security of the School Division. The Facilities and Safety Supervisor works collaboratively and cooperatively with the division and school administrators to provide leadership and direction for maintenance and custodial services/and training that ensures high standards of cleanliness, safety and efficiency. This position works in a fast-paced environment with contractors, trades and government agencies and oversees maintenance of schools while following Provincial and Federal Act, statutes and regulations, and PRSD Policies and Administrative Procedures (i.e. The Workplace Safety and Health Act, the Public Schools Act, etc.)

The Facilities and Safety Supervisor works collaboratively and cooperatively in an advisory capacity to the PRSD Workplace, Safety and Health Committee and Site-based Workplace Safety and Health Teams to ensure employees, students, community members and contractors, are following Workplace Safety and Health laws, legislation, guidelines and PRSD Policies and Administrative Procedures. The Facilities and Safety Supervisor must maintain current knowledge in the fields of facilities, fire safety, security, workplace safety and procurement, as well as all related policies and procedures and local laws, regulations and standards applicable to public schools.

Administrative Responsibilities:

- Responsible for identifying, contributing to the production of, implementing, and enforcing facility policies and regulations within the Division,
- Responsible for identifying and implementing Provincial Acts and Regulations applicable to schools including Accessibility, Workplace Safety and Health, Fire Safety, etc.,
- Ensures that divisional facilities, equipment, and property are kept in a safe condition by meeting the necessary codes and safety requirements,
- Implements and maintains preventative maintenance programs for building systems including life safety, roof maintenance, elevators, security systems, HVAC, plumbing, building envelope and surrounding grounds,
- Investigates, prepares reports, and makes recommendations on facility improvements,
- Provides direct responses to questions and/or concerns from school principals,
- Oversees emergent situations and emergency repairs as they relate to school and divisional facilities this includes being “on-call” outside of regular hours of employment,

- Ensures that all Manitoba Education, Provincial, Federal and Prairie Rose School Division forms are prepared and submitted in accordance to expectations and timelines,
- Provides facility, maintenance and Capital “D” Project updates/reports as requested by the Secretary-Treasurer

Facility Maintenance - Financial Responsibilities:

- Works with the Secretary Treasurer/CFO in the responsible management of the annual facility maintenance-operating budget and capital project,
- Maintains accurate records of facility, maintenance and operating expenses and exercise effective control over expenditures related to the approved facility and maintenance budgets,
- Oversees the purchasing of items to maintain property and equipment and ensures that said purchasing adheres with the purchasing and tendering policies and administrative procedures of the division and Provincial and Federal guidelines,
- Provides recommendations to the Secretary Treasurer/CFO during the development of the facility and maintenance budget.

Facility Maintenance - Human Resources Responsibilities:

- Works collaboratively and cooperatively with school administrators to provide supervision and direction to maintenance and custodial staff,
- Provides the school principals with input regarding custodial staff evaluations,
- Recommends the employment, transfer, termination, promotion or demotion of maintenance and custodial staff,
- Plans and carries out in-service training for maintenance and custodial staff,
- Establishes criteria for the assignment of workloads and on the basis of these criteria, plans, organizes, and schedules the workloads of all staff under supervision,
- Provides leadership during the development and revision of job descriptions for all maintenance and custodial staff,
- Works with the school administrators and Human Resources Manager in the recruitment process of maintenance, regular and casual custodial staff,
- Ensures that the collective agreement is followed and adhere to in consultation with the Secretary-Treasurer, school administrators and Human Resources Manager,
- Resolves disputes informally and/or formally as required or as per directed Secretary-Treasurer.

Capital Project – Prairie Rose and Public Schools Finance Board Projects – Responsibilities:

- Fosters and maintains a positive working relationship with Public School’s Finance Board, consultants, contractors and municipal authorities,
- Prepares and coordinates construction tender documents for projects including verification of project scopes, researching site conditions, preparing preliminary sketches and cost estimates,
- Reviews construction tender documents to ensure technical accuracy and compliance with building standards, established bidding periods, and closing dates,
- Manages each project, which includes allocation of adequate resources, scheduling, documentation, budgets, and other factors necessary for successful completion of projects,
- Liaises with external consultants and contractors during design development, tendering, and construction phases of the projects,
- Visits project site regularly, attends on-site meetings, performs on-site inspections assuring adherence to specifications, addresses construction problems, monitors post-construction warranty work, and prepares all necessary documentation,

- Ensures that contractors are aware of and in compliance with Provincial Workplace Safety and Health Legislation and divisional expectations,
- Reviews and provides recommendations regarding contract awards, progress payments, change orders, and final acceptance for contracted work,
- Identifies and resolves conflicts with contractors and third-party workers,
- Reviews and responds to inquiries from Superintendent/CEO, Secretary Treasurer/CFO, school administrators, contractors, and administrators regarding project status, progress, and problems,

Education, Experience, and Abilities

- A valid Building Construction or Facilities Management Certificate/Red Seal with knowledge and skills in other applicable trades or related experience and training is required,
- At least five years' experience in a management/supervisory role in a Facilities maintenance and construction services setting; including project and budget management, procurement, staff supervision and evaluation,
- Training and/or experience in workplace safety and health including a working knowledge of the Workplace Safety and Health Act and related legislation,
- Class 5 Power Engineering or equivalent,
- Excellent communication, interpersonal and organizational skills,
- Demonstrated ability to work as a member of a team,
- Exceptional computer/information technology skills,
- Demonstrated ability to initiate, manage, and grow with organizational change.