



JOB DESCRIPTION

Senior Manager of Caretaking Operations

The Senior Manager of Caretaking Operations is responsible for the leadership, coordination, management and facilitation of all custodial/caretaking employees and services provided by those employees, to School District No. 43 (Coquitlam). The Senior Manager of Caretaking Operations has frequent contact with the Assistant Secretary Treasurer, Facilities and Planning Services; Secretary Treasurer; site administrators; Human Resources; union officials; Parent Advisory Councils; other school districts; purchasing and finance departments and vendors. The Senior Manager of Caretaking Operations reports to the Executive Director of Facilities and Planning Services.

Specific Responsibilities

- Responsible for the overall direction, supervision and training of the caretaking department support staff, managers, and contractors.
- Responsible for the department budget including a monthly review of expense versus budget variances, proposing revisions based on calculated expenditures, and managing equipment replacement.
- Responsible for the caretaking staffing formula including budget development, cost pressure analysis, and ensuring the compliment meets contractual obligations.
- Responsible for preparing the scope of work and estimates for the caretaking department in consultation with maintenance as needed including reviewing, approving and assigning work to staff or contractors.
- Assists human resources in posting, interviewing, and selecting new caretaking employees including casual positions.
- Responsible for the training of staff in supply and equipment selection and use, health and safety, accident prevention, vehicle safety, hazardous materials, confined space, technical upgrading, supervision, asbestos awareness and others.
- Works with school administrators and supervisors to address building condition and environmental issues and concerns.
- In consultation with Human Resources, administers the collective agreement including grievance handling, managing attendance, disciplining as appropriate, authorizing overtime, leaves and other similar requests
- Responsible for the inspection of multiple sites including inspection of maintenance and renovation work in regards to operational issues.
- In cooperation with and/or directed by the Secretary Treasurer, Assistant Secretary Treasurer, Assistant Superintendents and other District departments, creates and implements caretaking policies, develops strategies, and recommends courses of action to deal with emerging issues and approved initiatives.

- Responsible for ensuring that Board policies, the Collective Agreement, Work Safe regulations, health regulations, and fire and insurance underwriter regulations are adhered to by staff.
- Conducts accident/incident investigations of occupational injuries, liaises with Work Safe on accident prevention and investigation and contributes to the development and maintenance of an effective health and safety program.
- Works cooperatively with HR and Work Safe to effectively implement programs for employees returning from leaves due to injury and sickness.
- Works closely with the Assistant Director of Maintenance Operations to develop and ensure effective implementation of preventative maintenance programs
- Responsible for overseeing the response to fire and intrusion alarms, after hours opening and closing requests, and vandalism, including reviewing reports, making work orders and documenting all incidents and associated caretaking costs.
- Participates in district wide committees as assigned.
- Performs other duties as assigned.

Required Education and Experience

- A Bachelor's Degree in Facilities Maintenance from an accredited institution including additional courses such as human resources, labour relations, energy management, and conducting accident investigations; or an appropriate combination of training and applicable experience.
- Registration with Applied Science Technologists & Technicians of BC (ASTTBC), or eligibility for registration, would be considered an asset.
- Minimum 7 years of experience in a similar field of facilities maintenance in a multi-site environment including 3 years of experience in a managerial position with similar responsibilities.
- Extensive knowledge of caretaking principles, BSW training, security, and other building systems and programs including fire protection systems.
- Demonstrated ability to plan, organize, and implement solutions to caretaking and operational problems.
- Demonstrated ability to work in a complex, multi-union, public sector environment.
- Demonstrated ability to use computer software and technology and to read and interpret building drawings and specifications.
- Excellent managerial, interpersonal, negotiating, dispute resolution and communication skills.
- A valid BC driver's license and business use of personal vehicle.