

## **GLENLYON NORFOLK SCHOOL**

**JOB TITLE:** Director of Facilities

**REPORTS TO:** Chief Financial and Operations Officer

**REVISION DATE:** August 2022

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### **POSITION OVERVIEW**

The Director of Facilities is a key member of the Glenlyon Norfolk School (GNS) management team. Reporting to the Chief Financial and Operations Officer (CFOO) the Director of Facilities is responsible for implementing the overall strategy for the operational management and facility development at GNS in order to meet agreed upon organizational performance plans in the following areas: construction and development, facilities maintenance, planning and management, health and safety, security and grounds.

The successful candidate will be strategically focused on the oversight and maintenance of the grounds, different facilities and operations; and have the ability to build strong relationships and collaborate with members of the GNS community. The Director of Facilities will take a team focused approach to their work, demonstrating exceptional leadership and communication to multiple stakeholders.

### **KEY ACCOUNTABILITIES**

- Develop, implement, and maintain a strategic plan that encompasses all areas of facility management with an emphasis on sustainability.
- Plan and implement a comprehensive and effective preventative maintenance program and provide forward thinking advice and suggestions on plant and equipment operations.
- Serve as an active partner to other departments and divisions of the School to understand their needs, support their curricular initiatives and to ensure stakeholders are informed of operational objectives and achievements.
- Serve as an active member of the Property and Facilities Planning Committee; setting meeting agendas, construction management planning, and assisting with the development and execution of the School's campus renewal plan.
- In collaboration with the CFOO, negotiate contracts and service agreements for third party suppliers or service providers.
- Manage external contractors providing ongoing services on both a short and long term basis to GNS.
- Support the Facilities Manager in overseeing the day-to-day activities regarding repairs and maintenance, the preventative maintenance program, and event set-ups.
- Exercise fiscal responsibility in the management of the department budget; assess and forecast financial performance, comparison of actuals to budget, consider long term outlook and manage activity to deliver agreed financial outcomes.

- Provide input and direction to the School's annual operating and capital budgets and long-term financial planning.
- Oversee the management of building security such as the assignment of keys, fobs and alarm codes for approved personnel.
- Serve as Chair of the Joint Health and Safety Committee ensuring adherence to Occupational Health and Safety requirements as it relates to housekeeping, maintenance and facilities management.
- Ensure building facilities are compliant with required regulations including local fire codes, accessibility and other relevant building and maintenance legislation.
- Communicate and promote health and safety policies within the organization in accordance with all federal, provincial and municipal health and safety requirements.
- Ensure School assets are safeguarded by implementing internal controls and monitoring effectiveness thereof.
- Recommend, plan, and coordinate the purchasing, selling, leasing, renting, and disposing of capital assets.
- Provide property management services and support for GNS owned properties.
- Carry out feasibility studies for service improvement, customizing, re-modeling and new service development.
- Recruit, select, train, manage and support all building operations and maintenance personnel with support from the Facilities Manager.
- Perform minor repairs to building, furniture and equipment and assist with event set-ups when necessary.
- Act as a positive community liaison regarding neighborhood inquiries.
- Work with the Facilities Rental Manager regarding rentals, availability and resources needed.
- Other duties as necessary.

## **DESIRED SKILLS AND QUALIFICATIONS**

- Minimum 10 years' recent relevant experience in building and facilities management
- Minimum 5 years of leadership experience
- Experience with project management and/or construction management required
- Degree/diploma/certificate in a trade or related field, an asset
- Drivers Abstract required (Class 4 an asset)
- WHMIS certified
- Excellent interpersonal skills to build strong connections with teachers, staff and various stakeholders
- Ability to show leadership, roll up their sleeves, and work as a team member to foster a supportive and client-focused climate among employees and departments
- General knowledge and demonstrated application of a trade or trades
- Demonstrated working knowledge of building systems, operations and maintenance practices.
- Demonstrated working knowledge of cleaning equipment
- Knowledge of occupational health and safety procedures and WorkSafe BC regulatory requirements; first aid certification an asset

- Must have a high degree of professionalism, with a demonstrated excellence in communication skills, both written and verbal
- Excellent coaching, team building and conflict resolution skills
- Strong attention to detail and an unwavering commitment to high quality work standards
- Ability to analyze, organize, prioritize and delegate tasks accordingly
- Proficiency with Microsoft Office applications and Google Suite
- Actively live and promote the GNS values: Truth, Courage, Individuality, Caring and Community
- Self-motivated, energetic, and fun!