
ROLE OF ASSISTANT DIRECTOR – FACILITY SERVICES

Background

Guided by the Division's vision, mission, beliefs, values, and goals, the Assistant Director – Facility Services will assist the Director - Facility Services in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

Procedures

The Assistant Director – Facility Services is directly responsible and accountable to the Director - Facility Services.

The Assistant Director – Facility Services will have specific responsibilities for:

21. Leadership Practices

- 2.1 The Assistant Director - Facility Services is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
- 2.2 Actively demonstrates and subscribes to the practice of leadership.
- 2.3 works collaboratively with the Director - Facility Services.
- 2.4 Works to achieve goals approved by the CEO for the Department and the Division.
- 2.5 Assists the Director - Facility Services in monitoring the achievement of the goals established for the Department and Division that are related to the duties of this position.
- 2.6 Develops and implements a personal professional development plan for his/her ongoing professional improvement.
- 2.7 Assists the Director - Facility Services working with the schools and departments to implement strategies for enhancing student learning.
- 2.8 As required, supports and advocates for implementing professional learning teams.
- 2.9 Provides supervision, evaluation, and supports to individuals reporting to this position.

22. Facility Services

- 2.1 Assists in achieving the goals established for the Department of Facility Services and the Division.
- 2.2 Assists in monitoring the achievement of the goals established for the Department of Facility Services and the Division..
- 2.3 Recommends that corrective action be taken in the Department of Facility Services for goals that have not been achieved and monitors the corrective action.

23. Personnel Management

- 2.1 Assists the Director - Facility Services in managing Department of Facility Services personnel.
- 2.2 Assists the Director - Facility Services in the deployment and supervision of all department of Facility Services staff and contractors.
- 2.3 Assists the Director planning for and implementation of Department of Facility Services in-service programs.
- 2.4 Implements all safety and building code requirements.

24. Fiscal Responsibility

- 2.1 Assists the Director - Facility Services with planning, development, monitoring of the Department of Facility Services budget..
- 2.2 Assists the Director - Facility Services in acquiring, modifying, monitoring and maintaining the physical assets of the division..

25. Policy

- 2.1 Provides leadership in the development of Board policies and administrative procedures, as assigned by the Director - Facility Services.

6. Other Duties and Obligations

- 6.1 Performs other duties and obligations as assigned by the Director- Facility Services.

Procedures

The Assistant Director- Facility Services will report directly to the Deputy Superintendent - Leadership Services and Human Resources and will have specific responsibilities for Emergency Preparedness and Occupation Health and Safety.

1. Emergency Preparedness

- 1.1 Plans, coordinates and implements the Emergency Preparedness Plan for the safety of students and staff and preservation of property.
- 1.2 Plans and implements and efficient Emergency Preparedness Plan for the Division.
- 1.3 Directs corrective actions be taken in the Emergency Preparedness Plan for outcomes that have not been achieved and monitors the corrective action.
- 1.4 Develops and/or assists in the development of Emergency Preparedness related policy and administrative procedures and implements Board policy and procedures.
- 1.5 Work collaboratively with Emergency Preparedness consultancy to sustain staff training levels in division schools.
- 1.6 Work collaboratively with division schools to maintain Emergency Preparedness Plans.
- 1.7 Manage and Maintain an Emergency Operations Centre.
- 1.8 Assign roles and responsibilities for Operations Chief, Planning Chief, Logistics Chief, Finance Chief, Information Officer and Agency Liaison Officer to appropriate ESC personnel.

2. Provides leadership in the planning and implementation of Occupational Health and Safety (OHS)
 - 2.1 Coordinate training programs in OHS for the Division.
 - 2.2 Perform OHS site inspections for the Division.
 - 2.3 Perform OHS incident investigations for the Division.
 - 2.4 Develop and review OHS policies and procedures for the Division.
 - 2.5 Maintain records relating to OHS, specifically training, incident reports, hazardous materials inventories, hazard assessments, and other OHS legislative requirements for the division.
 - 2.6 Initial contact for and within the Division on all OHS matters.
 - 2.7 Provides guidance and support to schools and other departments for the compliance of OHS in regards to current requirements and responsibilities of OHS Act, Code and Legislation.
 - 2.8 Promote OHS awareness and compliance.

References: Section 60, 61, 113, 116, 117 School Act

Approved: November 2005

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