

**POLICY CCA– Organizational Chart
Exhibit B.1- Responsibilities of the Director of Facilities
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Position: Director of Facilities

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Repair and Maintenance of School Facilities
 - a) Electrical
 - b) Plumbing and heating
 - c) Mechanical
 - d) Painting
 - e) Structural
 - f) Grass cutting and weed control
 - g) Snow Removal
 - h) Grounds Maintenance
 - i) Preventative Maintenance
 - j) Property damage, control, and repair
 - k) Transportation and storage of Board property
 - l) Custodial
 - m) Millwork and special projects
 - n) Playground equipment
 - o) Water well and drinking water systems
 - p) Security systems
3. Health and Safety Requirements & Code Compliance
 - a) Workplace Hazardous Materials Information System (WHIMIS)
 - b) Confined Entry Regulations & compliance
 - c) Fire alarm verifications
 - d) Emergency & Exit light verifications
 - e) Sprinkler system verifications
 - f) Building safety inspections
 - g) Elevator and ramp verifications
 - h) Water system inspections and testing
 - i) Reverse Osmosis (R/O) system service and maintenance inspections
 - j) Mold inspections
 - k) Play equipment inspections
 - l) Pest control
 - m) Working alone regulations and compliance
 - n) Safety committee standards and training
 - o) Air quality and American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRE) standards
 - p) Carbon monoxide and carbon dioxide (CO & CO₂) monitoring and data logging
 - q) Asbestos removal

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- r) Emergency response
- s) Disaster planning
- 4. School Security
 - a) Key requirements
 - b) Access code requirements
 - c) Surveillance equipment installation (upon request)
 - d) Security monitoring and call-out report
- 5. Financial and Administration
 - a) Budget (Financial planning)
 - b) Costing & cost analysis
 - c) Estimating
 - d) Reporting
 - e) Invoice & payment processing
 - f) Billing & charge backs
 - g) Scheduling
 - h) Maintenance audits and reporting
 - i) Contracts
 - j) Contract evaluations and analysis
 - k) Tenders, Request for Proposals (RFPs) (maintenance)
 - l) Freedom of Information and Protection of Privacy legislation
 - m) Supply purchasing and equipment procurement
 - n) Software upgrading and requirements
 - o) Service manuals and blueprint management
 - p) Carpenter shop(s) and equipment management
- 6. Supervision of Facility Staff
 - a) Staff record management, time sheets, vacation scheduling
 - b) Hiring
 - c) Staff Evaluations performance files
 - d) Staff training and personal development
 - e) Issues, complaints, discipline
 - f) Motivation, recognition, morals
 - g) Policy Administration
 - h) Activity scheduling and work orders
- 7. Duties Requested or Approved by the Board & Superintendent
 - a) Attend Board meetings and provide information and reports as requested
 - b) Attend Building Committee meetings and report maintenance issues
 - c) Attend Administrators' meetings and provide maintenance updates and reports
 - d) Attend Executive Team meetings and provide information and reports as required
 - e) Attend SPOSA conferences and report information to administration and the Board upon request
 - f) Other duties as assigned