

ADMINISTRATIVE PROCEDURE NO. 452**THE ROLE OF THE FACILITIES MANAGER****Background**

This position reports directly to the Supervisor of Support Services and is responsible to ensure that the physical facilities are operated effectively, maintained at a maximum level and there is continued preventative maintenance. Properly maintained facilities are essential to establishing and maintaining a vital learning atmosphere throughout the Division.

Procedures

1. While the position reports directly to the Supervisor of Support Services, it is expected that the Facilities Manager will work closely with the principal of each school in order to establish priorities and a maintenance plan for each school and for the Division.
2. The principal of each school is to make all requests for maintenance work to the Facilities Manager.
3. The Facilities Manager is required to develop a working relationship with the staff of contracting companies with which the Division has engaged. Problems, which have been identified, should be discussed with the field supervisor of the contracting company.
4. The Facilities Manager is responsible for bringing all complaints regarding cleaning to the attention of the field supervisor of the contracting company. Therefore it is essential that the principal bring any concerns regarding maintenance and cleaning to the attention of the facilities manager.
5. If issues arise that cannot be resolved through consultation between the Facilities Manager and the principal, both parties can bring the matter to the attention of the Supervisor of Support Services.
6. Specific responsibilities include:
 - a. Carry out routine inspection, for all plants, of heating, lighting, hardware, cleaning and school yards.
 - b. Establish work procedures in both routine inspection and district maintenance priorities for himself and the maintenance department.
 - c. Make recommendations to the Supervisor of Support Services regarding necessary work that has not been included in the budget.

- d. Prepare annual and long-range budget estimates and programs for recommendation to the Supervisor of Support Services.
- e. Prepare all requisition forms for maintenance purchases in accordance with administration office purchasing procedures.
- f. Invite and scrutinize all bids from outside contractors on projects not exceeding \$5,000 for recommendation to the Supervisor of Support Services. Projects exceeding \$5,000 require Board approval.
- g. Consult, on the Board's behalf, with the field supervisor of any company whose services are contracted by the Board in all matters which are in the Board's best interest.
- h. Present relevant information and recommendations on unbudgeted proposals to the Board as a whole at a regular Board meeting.