

Administrative Procedure 473

ROLE OF THE DIRECTOR OF FACILITIES

Background

The Director of Facilities oversees and plans for the physical maintenance and upgrading of Division facilities.

Procedures

The Director of Facilities shall:

1. Develop and implement procedures that will ensure clean, safe facilities.
2. Develop a department budget for consideration in the Division's annual budget.
3. Oversee the activities of the maintenance and caretaking staff.
4. Oversee the work of the caretaking staff in consultation with the school Principal.
5. Administer and control the annual budget allotment to maintenance and caretaking.
6. Assist the Secretary-Treasurer in the preparation of the three-year Capital Plan and a Facilities Master Plan.
7. Assist the Secretary-Treasurer in the preparation of an annual IMP.
8. Carry out such other duties as may be assigned from time to time by the Secretary Treasurer.

Reference: Section 60, 61, 117, School Act