

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD



Peterborough, Ontario
invites applications for the position of

Executive Officer, Facilities Services

Start Date: TBD

Salary: Category 6 - \$141,340 - \$153,247

12 months per year, 35 hours per week

ALG Posting #: 21-037

We offer eligible employees a comprehensive employee pension (OMERS) and benefit package upon start date, a commitment to ongoing learning, and an exceptional work environment.

The Kawartha Pine Ridge District School Board (KPR) offers a world-class education for approximately 34,000 students in 87 schools. Spanning over 7,000 square kilometers, across diverse rural and urban communities in southeastern Ontario, KPR serves the Municipality of Clarington, Northumberland and Peterborough Counties, and City of Quinte West/Murray Ward.

The Board is situated on the traditional territory of the Michi Saagiig Anishinaabeg people, serving three vibrant Indigenous communities which include Alderville First Nation, Curve Lake First Nation and Hiawatha First Nation.

All positions in the Kawartha Pine Ridge District School Board support the school's priority of student achievement and the Boards mission to educate our students to excel in learning, to succeed in life and to enrich our communities.

Employees demonstrate empathy and respect in all interactions, are committed to service excellence, and embrace change through innovation.

As part of our strategy to provide on-going support for our schools, the Board is now accepting resumes from qualified applicants for the full-time positions **Executive Officer, Facilities Services**.

The purpose of the **Executive Officer, Facilities Services** position is to provide leadership and management to internal and external resources responsible for the Board's physical assets. This includes but is not limited to, maintenance services, construction and engineering services, custodial services, labour relations, health and safety, energy management, capital planning, accommodation review and regulatory/code compliance.

The **Executive Officer, Facilities Services** is the Senior Facilities Officer in charge of daily activities that provide a healthy and safe environment for the staff and student of our KPR communities. A key objective for this role is the implementation of a collaborative, customer focused approach to ensuring operating and capital resources are utilized effectively and allocated efficient.

MAIN RESPONSIBILITIES:

- Manage and implement system and programs that comply with regulatory and code legislation to provide the best possible physical learning environment in all schools.
- Contribute positively and constructively to Senior Administration and act as the Board's advisor in all matters related to Facilities Services by attending meetings of the Board or its Committees and providing engineering/technical and operational recommendations.
- Prepare report for senior management, Board of Trustees, governments and other stakeholders as required.
- Develop and implement policies related to facilities services.
- Oversee the design and construction of new buildings, renovations, and major additions to ensure they support student needs, curriculum, safety, and accessibility requirements.
- Prepare, administer and monitor the annual operations budget and multi-year capital renewal budget.
- Ensure Ministry databases, facility drawings, and floor plans are up to date.
- Act as a resource regarding the Board's capital expansion forecast and building renewal for present and future Board owned/leased facilities.
- Review building condition and provide support for any associated application for capital grants.
- Effective oversight and ongoing development and administration of the Board's Long-Term Accommodation Plan.
- Oversee the efficient delivery of maintenance services to schools.
- Work with stakeholders to develop relationships, obtain feedback and problem solve to ensure projects and work meet Board and legislative requirements.
- Ensure energy consumption is actively managed and reported, and all projects give consideration to the implementation of energy saving measures.
- Plan, evaluate, and improve the efficiency of business processes and procedures to embed service excellence in all operational activities.
- Manage and motivate a large and diverse team of unionized, administrative, management and professional staff.
- Maintain professional and technical knowledge through participation in ongoing development opportunities.
- Demonstrate humility, kindness and commitment to KPR students, school communities and stakeholders and engage in professional and ethical conduct all the times.
- Other duties as assigned.

SUPERVISION:

- Direct supervision of department managers.
- Indirect supervision of support staff.
- Indirect supervision of architects, engineers, consultants and contractors.

EDUCATION & EXPERIENCE REQUIRED:

- Undergraduate degree in related field.
- Additional studies in educational administration, finance, project management, contract law, and labour relations.
- Minimum of seven years management experience in a large organization (preferable unionized).
- Experience leading teams in a complex, fast-paced environment.
- Graduate degree or Supervisory Officer qualifications considered an asset.
- Certificate in Facilities Management through OASBO is an asset.

SPECIALIZED SKILLS REQUIRED:

- Track record of being a problem solver and supporting and understanding needs and challenges of a large geographically decentralized organization.
- Proven ability to monitor budget expenditures.
- A commitment to service excellence.
- Contributes solutions to complex situations.
- Effective coaching, mentoring, conflict resolution and relationship management skills.

WORKING CONDITIONS:

- Office and school environments;
- Considerable amounts of concentration, attention to details, visual exertion, keyboarding and dealing with difficult people;
- Frequent travel within a large geographical area, after-duty calls, interruptions and distractions.

Qualified applicants are asked to submit a letter of application and a complete resume stating qualifications, accompanied by references and proof of all certifications. Applications can be emailed to Magdalene_Graham@kprdsb.ca and must be received on or before **April 27, 2022 at 4:00pm.**

A police records check, with a Vulnerable Sector Search and Pardoned Sexual Offenders Database Search, dated within 6 months prior to the date of hire, is a requirement for employment with this Board. Please note that there have been reports that it has taken some candidates up to 6 weeks to

obtain a police check. With that in mind, we strongly recommend that you go about obtaining this search at your earliest convenience.

KPRDSB is an Equal Opportunity Employer. For more information about what this means in our organization, please refer to our website at www.kprschoools.ca (See "Employment" section).

KPRDSB is committed to a qualified workforce that is representative of the diversity of the people of Ontario and across the communities we serve. We welcome applications from candidates with diverse background and lived experiences as a member of a marginalized group, including but not limited to:

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities;*
- *persons who identify as women; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

KPRDSB is committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process please make them known when contacted and we will work with you to meet your needs.

Only those selected for an interview will be contacted.

Diane Lloyd
Chairperson of the Board

Rita Russo
Director of Education
Steve Girardi
Superintendent of Education, Human Resource Services

Educating for Success!

Thank you for your application. Only those selected for an interview will be contacted.