

Director of Facilities

Position Summary

The Director of Facilities has three primary responsibilities:

- I) Research and develop new facilities for Alberta Classical Academy
- II) Supervise and monitor all facility operation-related functions in all campuses.
- III) Manage capital projects including major renovations

The role is primarily based in Calgary, with intermittent travel to Edmonton.

Position Functions and Responsibilities:

New Facilities Development

- Work with the executive team, government stakeholders, school boards, realtors and real estate developers to research, analyze, and identify opportunities for the lease and/or purchase of:
 - vacant school facilities;
 - Existing properties that can be transformed into school facilities;
 - land for new school builds
- Assist in lease negotiations, permitting, and re-zoning for new facilities, including by liaising with relevant stakeholders and levels of government
- Support the Executive Team in the development of the ACA Capital Plan for submission to the Ministry of Education;
- Support government relations work to advocate for policies and regulatory amendments that will facilitate charter school access to capital and land/facilities
- Work with architectural and construction management firms to plan and monitor the development of newly acquired properties for ACA expansion

Supervision and Monitoring of Existing Facilities

- Liaise with property management's maintenance staff, maximizing opportunities for maintenance work to be accomplished under the terms of the lease agreements
- Supervise and monitor custodial contracts; co-supervise custodial employees
- Effectively manage operations programs and personnel to control workload for maintenance and repair of the buildings envelope, grounds and operating systems
- Provide leadership to ensure workmanship meets regulatory guidelines, codes of practice and industry standards
- Interface with the campus principal or delegate to ensure site specific maintenance requirements are attended to in a timely fashion

- Coordinate security and building access, including but not limited to keying of rooms and distribution of keys
- Coordinate major moves and assist school staff with small, internal moves
- Plan, organize and implement activities related to purchasing, receiving, storing and distributing furniture and equipment as required for school facilities including contracted services for facility related items (does not include computers and servers)
- Oversee after-hours bookings and third-party rentals, in conjunction with school personnel to ensure coordination of access, custodial and boiler checks
- Coordinate system-wide contractors (custodial, lawncare, snow removal, etc.)
- Establish procedures for schools to follow when dealing with building operation and maintenance issues
- Ensure that a comprehensive preventive maintenance program is in place ensuring that work is accomplished within budget
- Manage the Occupational Health and Safety portfolio, including serving as Safety Officer for ACA.
- Provide regular counsel on operational matters.
- Other related duties as required.

Management of Capital Projects and Major Renovations

- Partner with Leadership and Executive teams and subcontractors to maintain construction schedule and identify/resolve problems as necessary and in a timely manner
- Develop recovery strategies when project schedule or budgets are in jeopardy
- Review and update schedule, cost forecast and cash flow with the Executive team
- Work with architectural and construction management firms to plan and provide client-side management of major renovations or new school builds
- Liaise with external contractors, architects and city departments regarding project work

Education and Experience

1. Education

- Post-secondary certification is considered an asset
- Journeyman Certification (plumbing, electrical, construction, etc.) is considered an asset

2. Experience

- Real estate purchasing and/or management experience will be considered an asset
- Project and/or construction management experience

- Experience working in a school environment is considered an asset.
- 5+ years of experience overseeing facility maintenance and improvements
- Familiarity with preventative maintenance ticketing systems is an asset
- Experience with the use of Microsoft Office applications

3. Relevant Skills or Attributes

- Exemplary communication skills
- Professional work ethic: conducts duties with integrity to maintain confidentiality.
- Ability to work independently and able to take initiative.
- Strong interpersonal skills
- Team player
- Multi-tasking

To Apply:

Please send resume and cover letter to janet.ball@classicalacademy.ca with the subject line "Director of Facilities."