

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**ASSISTANT DIRECTOR OF OPERATIONS****1. Position Summary**

Under the general direction of the Superintendent or his/her designate and the Director of Operations, ensure that all school division property is maintained in a manner which provides a safe, clean and secure environment for learning, teaching and community use.

2. Coordinate the Division's Workplace Health and Safety Program

- a. Be actively involved with the Workplace Safety and Health (W.S.H.) Committee at each location as follows, but not limited to:
 - Review Minutes from site inspections and address concerns with the appropriate department supervisor. This may include site visitations and investigating all W.S.H. concerns.
- b. Review all accident reports occurring within the division and investigate those resulting in injury. Complete and submit required documentation, and make recommendations.
- c. Develop and administer a comprehensive system of case management for all situations of disability and illness in an effort to ensure the safest possible work environment to expedite return to work.
- d. Complete a safety audit of each facility in the division. This safety audit will include, but not limited to:
 - Completion of Job Hazard Analysis (JHA) and development of Safe Work Procedures (SWP) for each facility in each division. This will include a comprehensive JHA and SWP library (electronic or printed).
 - Ensuring employee compliance of safe work procedures with each division's policy as well as all current applicable legislation.
- e. Coordinate and manage Workplace Hazardous Materials Information System (W.H.M.I.S.) and Material Safety Data Sheets (MSDS) for all facilities in the division in accordance with current legislation, including but not limited to:

- Ensuring all MSDS sheets are current and accessible, updating as required.
 - Providing W.H.M.I.S. training to existing employees, as well as all new employees in the division.
- f. Initiate and implement education programs to ensure that employees follow safe work policies and practices.

3. Assist the Director of Operations

- a. Assist the Director of Operations in identifying, planning, gaining approval and managing building and capital projects.
- b. Budgeting
- Assist with annual budget for the Maintenance and Custodial Departments.
- c. Capital Works Project
- Work with the school administrators to determine, prioritize and recommend facility capital improvements.
 - Obtain and provide required information for each approved project and call for tenders.
 - Record all relevant information, perform site visits to monitor progress and upon completion conduct final inspections.
- d. Emergency Services
- Where required respond to emergency situations.
- e. General
- Assume the duties of the Director of Operations in his absence.
 - Work collaboratively with school administrators to resolve issues related to capital works, workplace safety and health and building maintenance.
 - Oversee and assist with the maintenance and safety of all mechanical/electrical equipment.
 - Respond to all inspection reports issued by various inspectors

(fire department, building and zoning, etc.) and ensure compliance with all Workplace Safety and Health requirements.

- Assist with all expenditures, invoices and building costs associated with the Departments.
- Liaise with union as requested.

4. Education

- Grade XII.
- Certification in a construction related trade, e.g. carpenter or mechanical.
- Good communication skills.

5. Experience

- Ten years related experience.
- Ten years in construction field and experience with mechanical and electrical systems.