

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>FACILITIES ASSISTANT</b>
<b>REPORTS DIRECTLY TO:</b>	<b>FACILITIES PLANNER, MAINTENANCE SUPERVISOR, AND CARETAKING SUPERVISOR</b>
<b>REPORTS INDIRECTLY TO:</b>	<b>SUPERINTENDENT OF FINANCE, ADMINISTRATION, AND PLANNING</b>
<b>DIRECT REPORT:</b>	<b>N/A</b>
<b>ORGANIZATION:</b>	<b>PRAIRIE SPRIT SCHOOL DIVISION NO. 206 WARMAN, SASKATCHEWAN</b>
<b>DATE:</b>	<b>MAY, 2012</b>

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### ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 44 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 9 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

### THE POSITION

This position functions as a recognized leader in the performance of the administrative duties and in planning, coordinating the work of the Facilities and Maintenance Department. This position involves a number of assigned independent tasks of a specialized nature.

### KEY ACCOUNTABILITIES

#### **Accountability: General Administrative Support (10%)**

- Compose and prepare correspondence from general instructions or in reply to written or verbal enquiries as requested.
- Order materials and supplies by consulting catalogues, complete requisition forms, maintain records and checks, record and distribute goods received.
- Maintain and organize filing systems of records, documents, and reports including those considered being confidential in nature.
- Schedule appointments, make travel arrangements, and arrange meetings as required.
- Record, type and distribute agendas, related documentation and minutes of committee meetings as required.
- Greet visitors, answer the telephone and provide information or redirect to the appropriate destination.

- Perform and supervise data entry and various other processing and retrieval operations, as required, using software approved by the school division.
- Research and compile information for division-related initiatives.
- Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents, and reports.

**Accountability: Facilities Support (40%)**

- Manage and maintain all aspects of the FAME database:
  - Assign and maintain all FAME user accounts and service provider accounts, ensuring all information is accurate and up to date.
  - Review FAME service requests submitted by the schools, and assign and distribute to the maintenance team or outside service provider as required.
  - Review and close FAME service requests completed by the maintenance team.
  - Record and maintain parts information databases.
  - Record and maintain building asset databases and audit information.
  - Record and maintain building utilization information.
  - Review building operating costs for data entry into FAME or other databases as required.
  - Create, review, and monitor preventative maintenance programs through FAME.
  - Create, review, and monitor facilities program and insurance projects through FAME.
  - Create, review, and monitor Ministry-funded capital projects through FAME. (This module is not yet operational)
  - Create, review, and monitor projects from service requests, maintenance programs, audits, and as directed by supervisors.
- Responsible for correspondence and record-keeping required for facilities-related insurance claims.
- Responsible for correspondence and record-keeping of land title documents. Complete, process, and file land title documents to facilitate the exchange, sale, or purchase of land as required.
- Responsible for tender advertising and documents when the tender process is not managed by an external project management firm.
- Solicit, receive, and review with the Maintenance and Caretaking Supervisors, price quotes for facilities projects.
- Receive, compile, and organize contractor and product information.
- Coordinate equipment licensing and inspections at all facilities as required.
- Prepare and receive, compile and organize Ministry documents necessary for capital projects.
- Organize and maintain blueprints, floor plans, and paint schedules for all facilities.

**Accountability: Budget and Accounting (25%)**

- Assist the Maintenance and Caretaking Supervisors in planning and organizing the annual facilities budget. Monitor and report on the annual budget on a regular basis.
- Monitor and report on project budgets on an on-going basis, entering invoice or other related data into FAME for accurate budget tracking.
- Keep account of expenses, prepare internal invoicing statements, and relay this information to the school administration for school-cost or cost-shared projects.
- Cross-reference invoices received to purchase orders or other authorizations and audit invoice to ensure accuracy and conformity to policy prior to coding to appropriate budget line and forwarding to accounting staff for posting. Ensure invoices are coded and forwarded to the accounting staff in a timely manner to ensure that late or interest charges are not applied for late payment.
- Communicate with suppliers and service providers to resolve billing issues that may arise from time to time.
- Work very closely with the accounting staff to resolve issues surrounding payment of invoices.
- Entry of invoice or other related data for preparation of reports that may be required for internal or external use.

**Accountability: Special Functions (25%)**

- Assist the Maintenance and Caretaking Supervisors in managing the workload of the maintenance staff members.
- Perform the function of a team leader in assigning and coordinating the activities of the maintenance staff members as required.
- Review maintenance team time sheets, forward to the Maintenance Supervisor for approval, record data, and relay the information to payroll in a timely manner so as to ensure employees are paid accurately.
- Prepare and maintain the maintenance team on-call schedule. Review on-call time sheets with the Maintenance Supervisor and forward to payroll in a timely manner so as to ensure employees are paid accurately.
- Keep accurate records of maintenance team security codes and credit card information.
- Reconcile and record purchases for all maintenance team credit cards.
- Keep accurate records of maintenance vehicles, drivers, and vehicle repairs.
- Oversee the maintenance team uniform service program.
- Coordinate professional development days and safety training for maintenance and caretaking staff.

**SKILL & COMPETENCY REQUIREMENTS**

- Excellent interpersonal and communication skills
- Excellent time management skills
- Accurate filing skills
- Ability to work as a team player
- Ability to work independently with minimal supervision
- Ability to prioritize multiple demands
- Ability to integrate policy into decision-making
- Self-directed, task, and goal oriented
- Ability to maintain strict confidentiality with respect to school division operations
- Ability to deal with a broad range of members of the public
- Display a positive attitude

**EDUCATION, KNOWLEDGE AND EXPERIENCE**

- Possess Grade 12 diploma.
- Minimum of one year administrative assistant training at a recognized institution as approved by the Board of Education.
- Minimum of two years' experience in the administrative field.
- Superior knowledge of business English, spelling, and punctuation.
- Knowledge in the operation of equipment, such as, photocopier, fax, telephone, business calculator, and computer.
- Demonstrated knowledge of methods and procedures used in maintaining an office.
- Knowledge of basic accounting practices and understanding of computerized accounting systems.
- Proficiency in the operation of computers and knowledgeable in Microsoft Office computer applications. Knowledgeable in a variety of building-related computer applications.
- Demonstrated knowledge of methods and procedures used in building construction and maintenance. Familiarity with building and fire codes.
- Demonstrated knowledge of FAME or similar asset management program.
- Demonstrated knowledge of remote building control systems.
- Basic understanding of blueprints and CAD programs.
- Basic understanding of insurance claims procedures.
- Basic understanding of land title requirements and procedures.