



Job Title	<b>Facilities Coordinator</b>
Department	Facility Services
Location	School Board Office
Reports to	Director of Facility Services

Type of position:	Maximum Hours: 35 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

The position is responsible for the provision of a variety of support functions for the department (e.g. strategic planning support, work order requests, bussing, managing permits and licenses). The incumbent uses both computerized and manual systems and works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures.

## TYPICAL DUTIES

- Provides facility services reception services by answering the telephone, relaying messages and answering routine inquiries on various matters (e.g. staff/suppliers re status of requisitions, orders, bus routes and schedules)
- Opens, date stamps, sorts and distributes all incoming mail, processes all outgoing mail; arranges for couriers
- Consults with bussing contractor(s) and principals to develop and refine regular bus routes, bus stops and schedules to provide optimum load efficiency while allowing for daily fluctuation; determines rider eligibility; schedules district's extra-curricular bus utilization; confirms drivers meet licensing requirements; initiates chargeback of costs (i.e. gas, mileage, wages) to applicable school when necessary
- Provides strategic planning and research support through development of appropriate spreadsheets using classified information (e.g. bussing, facilities utilization, contract evaluation)
- Evaluates and determines transportation assistance applicant's eligibility for subsidy and

forwards for authorization and payment

- In emergency or urgent situations receives information, sets priorities for action and dispatches appropriate staff
- Makes travel and accommodation arrangements
- Coordinates the regular issuance of permits, licenses and insurances (e.g. lift device permits, fleet insurance), confirms MOT compliance
- Receives (i.e. verifies receipt of goods) district bulk order items; sorts and distributes as required; handles returned and defective goods upon request
- Verifies and codes invoices (e.g. bulk orders, capital projects) to actual district utilization, identifies and/or resolves discrepancies
- Develops and maintains positive customer service relationships with internal and external clients
- Converts school work requests into work orders and disseminates the new work orders to the various geographical regions within the District
- Develops and maintains positive customer service relationships with internal and external clients
- Establishes and maintains files for facility services
- Operates standard office equipment including computer (word processing, e-mail, data entry, spreadsheets, internet, system backup), calculator photocopier, facsimile
- Performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

#### **ACADEMIC/WORK EXPERIENCE QUALIFICATIONS**

- Completion of grade 12 or equivalent including courses in personal computers (word processing, databases, spreadsheets).
- Over one and up to two years previous experience, including dealing with contractors and transportation issues.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>