



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Facilities Coordinator
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. Reporting to the Director of Facility Services, the Facilities Coordinator assists with the efficient operation of all facilities and transportation systems utilized throughout the District. Coordinates the transportation services that serve all communities across the Coast Mountains School District.

TYPICAL DUTIES

- Provides administrative support to ensure efficient operation of Facilities Department.
- Answers phone calls, schedule meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Outstanding interpersonal and communication skills with the ability to provide clear direction and make decisions independently;
- Current working knowledge in both facilities and transportation, including but not limited to: Construction Contract Law, BC Building Codes, Motor Vehicle Act, Highway Traffic Act, National Safety Code, CSA D250 Standard, WorkSafeBC, and WHIMIS;
- Preparing meetings, minutes, memos and newsletters.
- Supports team by performing tasks related to organization and strong communication.

- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Ensuring compliance with all relevant WorkSafe BC regulations and that a safe environment is maintained for students, staff and public.
- Maintaining proper inventory of material, supplies and equipment and drafting equipment replacement plan.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Receives invoices- verifies codes and checks for accuracy. Monitors District consumption of utilities and completes applicable ministry reporting for carbon neutral responsibilities.
- Coordinate lease agreements and related communication for District owned buildings

ASSIGNED DUTIES

- Generate bus roster info from MYED system
- Audit and correct MyEd info for bussing info
- Review ridership and routes for all bus runs
- Answer inquiries regarding bussing and facilities
- Audit eligibility of bus registrations
- Liaison between Bussing contractor and school administration
- Process info for annual budget analysis
- Process bills and code for billing
- Enter utility costs and usage into utility manager software and smart tool
- Generate purchase order requisitions
- Manage amounts being paid on projects GL's
- Generate and assign Work orders from facilities
- Manage the security/access control systems for personnel needs
- Track and manage account balances in SDS
- Process quotes for reoccurring tenders
- Assist with the management of the custodial supplies warehouse
- Manage fuel cards and accounts
- Process info for annual budget analysis
- Generate tender documents for public tender process
- Generate and maintain Lease agreements for all buildings and property owned by SD
- Manage the facility use requests for all sites
- Manage building and vehicle insurance needs
- Reception and office administration for the facility department
- Other assigned duties

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

The successful applicant will have:

- Completion of Grade 12 or equivalent and additional education or experience in Business Management/Administration
- Over one and up to two years previous experience, including dealing with contractors and transportation issues
- Experience with estimating, tenders, office administration.
- Experience in dealing with contractors and support services providers.

REVIEWED BY
APPROVED BY

Title

APPROVED BY

Title