



*District School Board of Niagara invites applications for the following position:*

## **FACILITY SERVICES SUPERVISOR OF OPERATIONS**

The District School Board of Niagara has an opening for a Facility Services Supervisor of Operations whose principal function will be to actively participate as a member of a Supervisory Team in directing the effective day-to-day caretaking services for 104 public school buildings in the Niagara Peninsula.

### **Responsibilities:**

- Coordinate and supervise staff and evaluate building cleanliness of a number of schools within an assigned area of the Board (ensuring APPA standard compliance)
- Monitor and revise staff schedules and staff training and development
- Accurate completion of all administrative requirements related to documentation and reports within the scope of this position (time sheets, attendance management, training, budgets, appraisals, etc.).
- Ability to apply policies, procedures and related agreements governing daily operations.
- Other duties as assigned

### **Qualifications:**

- College Diploma in a related field
- Experience in supervising/managing day to day building operations
- Ability to communicate with all levels of staff and establish effective working relationships
- Strong leadership, supervisory and communication skills
- Experience working effectively in a unionized environment
- Experience with computerized maintenance management systems such as Ebase and experience with Microsoft 'Word' and 'Excel' will also be a requirement
- Availability to work afternoon shifts on a rotational basis required

This is a full-time position (35 hours per week) within the Board's Administrative Management Group which includes a competitive salary (\$68,494 to \$81,544 per annum) and a comprehensive benefits package.

**Applications including cover letter, resume, and three professional references must be submitted via email to [careers@dsbn.org](mailto:careers@dsbn.org), by April 9, 2018 at 4:00 p.m.**

Please reference **Facility Services - Supervisor of Operations** in the subject line.

*Applicants are thanked for making known their interest in working for the District School Board of Niagara.*

*Only those applicants who have been selected for an interview will be contacted with respect to this advertisement.*

Warren Hoshizaki  
Director of Education

Dale Robinson  
Board Chair

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.