BOARD OF EDUCATION

**Saskatoon School Division No. 13**

# P O S I T I O N D E S C R I P T I O N

**Position: BUILDING OPERATOR 3**

**Immediate Supervisor: MANAGER OF OPERATIONS**

**Core Function:**

Under the direction of the Manager of Operations, the Building Operator 3 ensures that the building and campus (including the heating and cooling plant, mechanical and electrical systems) are maintained and operated to provide a safe, clean, learning and working environment that is kept in a comfortable and presentable condition. The Building Operator 3 acts as a lead hand in organizing the daily and seasonal work of caretaking staff of 5 or over FTE’s assigned to the building.

## **Duties and Responsibilities:**

1. Prepares a work schedule for daily and seasonal cleaning to be approved by the Manager, which will ensure that all required work is carried out. Posts all work schedules and rotational log sheets in caretaking room.
2. Operates and maintains steam or hot water boilers and other heating and cooling plants systems in accordance with government regulations and school division procedures. Monitors and adjusts as needed all chemical levels in the above systems.
3. Operates and maintains all heating ventilating air conditioning (HVAC) systems as per school division procedures.
4. Record all routine and preventive maintenance work conducted on all equipment, devices and furnishings in the record books provided, as required by government agencies and school division procedures.
5. Regularly lifts, moves and carries equipment, furniture and supplies up to 22 kg alone, or if heavier, with assistance of co-workers or aids.
6. Operates power and hand equipment to maintain various flooring types as outlined in school division procedures.
7. Operates the computer system to utilize e-mail, maintenance requisitions, supply orders and the energy management system (i.e. scheduling HVAC systems).
8. Assists in training new or inexperienced caretakers in all aspects related to caretaking duties and responsibilities. Also assists in training Assistant Building Operators in building operations, and introduces them to the energy management software and building systems.
9. Assists in performance appraisal inputs of caretaking staff assigned to the building.
10. Assists co-workers by identifying and coordinating all school rentals.
11. Co-operates with and assists students, school staff, the community and other persons visiting the building, including maintenance staff. Works with and monitors contractors on renovation and repair of the building. Assists with government and contracted inspections related to fire systems, elevators, boiler, building inspections, and security system, etc.
12. Orders supplies, keeps records and maintains a caretaking supply budget.
13. Responsible for the security of the building and campus.
14. Practices all safety and emergency procedures, including WHMIS labels and MSDS updates related to caretaking products.
15. Communicates in a timely manner any building or site deficiencies to the Maintenance Branch and school administrator.
16. Participates in continuous and ongoing education, and training courses provided by the school division.
17. Performs such other duties as may be required to meet organizational needs and objectives as assigned.

**Qualifications:**

1. Grade XII or equivalent, plus a Fireman’s Certificate as assigned by the Saskatchewan Department of Labour or other certificates as may be required by management.
2. A minimum of 3 years’experience in the role of Building Operator is preferred.
3. Successful completion of Level 3 of the Building Operator Training Program.
4. Ability to utilize email, process maintenance requisitions, supply orders and the energy management system (i.e. scheduling, altering set points and diagnosing heating, cooling and ventilation problems).
5. Proficiency to operate and maintain various types of mechanical and electrical systems, with some diagnostic skills in the above areas (i.e. fire protection alarm, fire sprinkler systems etc.).
6. Ability to develop and carry out preventive maintenance programs.
7. The physical ability to carry out all duties as outlined under duties and responsibilities.
8. Completion of Level 1 and 2 Occupational Health & Safety training.
9. Exceptional interpersonal, communication and customer service skills, combined with effective problem solving, decision making, organizing and planning skills.
10. Time management skills with the ability to handle multiple demands and competing priorities.
11. Ability to act as a mentor in all aspects of building operations and caretaking.

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