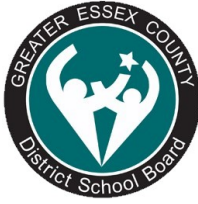


GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD



Gale Hatfield
Chairperson of the Board

Vicki Houston
Director of Education

Manager of Facility Services

The Greater Essex County District School Board invites applications from interested, qualified, team oriented individuals for the Non-Bargaining 35 hr full time, position of Manager of Facility Services. The position reporting directly to the Superintendent of Business and Treasurer is expected to begin as soon as possible.

The Manager of Facility Services is responsible for efficiently leading all aspects of the Board's Facility Services operations including custodial, maintenance, and construction of school facilities. The Manager is responsible for ensuring a safe, functional, clean and sustainable learning environment for all students, staff and communities, in compliance with all applicable legislations, regulations and policies. The ideal candidate has proven leadership skills, embraces environmental sustainability, builds strong relationships, resolves problems with an equity mindset and strategically leads at a high level.

Job Summary:

POSITION: Manager of Facility Services

START DATE: January 5, 2026

LOCATION: Facility Services

SALARY: \$130,657 to \$153,717

What we offer:

- Extensive benefits
- Enrolment in a defined pension plan through the Ontario Municipal Employees Retirement System (OMERS)
- Staff Wellness Resources
- EAP Program
- Competitive vacation days; plus, additional two-week paid Winter Break.

Nature & Scope of Position:

- Responsible for leading multi-disciplinary teams within the Facility Services department including management, trades, custodial, maintenance and clerical, while maintaining service excellence, in alignment with legislative requirements and the GECDSB's strategic priorities, mission and vision
- Manage employee relations, including recruitment, training, performance management and conflict resolution, in accordance with collective agreements and Board policies.
- Collaborate with other school boards to identify, monitor and evaluate best practices for operations and maintenance.
- Collaborate effectively with school administrators, teaching staff, community groups and other internal and external stakeholders to address facility needs and concerns.
- Develop and implement robust preventative and predictive maintenance programs to optimize asset lifespan and minimize operational disruptions.
- Direct and coordinate the preparation of reports and recommendations as required on matters related to areas of responsibility. Provide recommendations of best practices that align with legislative requirements and industry standards and practices.
- Responsible for adherence to Board policies and procedures and all applicable legislations, regulations, building codes, and health and safety standards (i.e. Ontario Building Code, Occupational Health and Safety Act, Ministry of Education guidelines).
- Develop and manage the Facility Services department budget, including commodities, energy, contract services, fleet vehicles and equipment, ensuring cost-effective practices are in place.
- Develop and manage the capital / renewal budget.
- Direct ongoing inspection of buildings, sites and equipment for needed repairs, including technological education equipment in secondary schools. Conduct risk assessments including identifying system gaps, developing and implementing measures, while reducing impact on school buildings and operations.
- Ensure emergency preparedness and physical security at all facilities, and after-hour calls.
- Oversee the functions of design, drawings and specifications, and construction management through the use of internal and external resources for renewal and construction of new school facilities and additions.
- Oversee rental operations of board facilities in support of community use and partnerships with the Board.
- Assist in negotiation and administration of collective agreements pertaining to custodial, maintenance and clerical staff.
- Demonstrate a commitment to and documented success in working to create a fair, inclusive, anti-racist environment for all stakeholders, and to supporting diverse constituencies and populations.
- Other duties as assigned by the Superintendent of Business and Treasurer.

Qualifications:

- Post secondary degree or diploma in Engineering, Business, or a related field is required, or equivalent, as approved by the Board.
- A minimum of 10 years of progressive experience in facility operations and management, with at least 5 – 7 years in a senior leadership or managerial role, preferably within a large institution or public sector environment.
- Experience working in a unionized environment and interpreting collective agreements is required.

- Excellent organizational, communication and interpersonal skills. The ability to deal effectively with a variety of individuals and groups both within and outside the Board is required.
- Must have access to transportation throughout Windsor and Essex County.

Qualified candidates are invited to apply in writing, giving full particulars as to education, qualifications and experience by visiting www.applytoeducation.com no later than **4:00PM on Friday October 17, 2025**. Please note there is no fee to apply to this position. You must apply under the actual job posting number **3982598** (under Management and Professionals). In support of the Board's Indigenous Protocol, applicants of First Nations, Métis and Inuit descent may apply to fnmicareers@publicboard.ca. In support of the Board's Dismantling Anti-Black Racism Strategy, applicants who identify as Black may apply to opportunities@publicboard.ca. No other form of submission will be accepted from external candidates.

Kari Bryant, Superintendent of Human Resources
Greater Essex County District School Board
451 Park Street West, Box 210
Windsor, ON N9A 6K1
Posting Number: 2025-164

The Greater Essex County District School Board actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities;*
- *persons who identify as women; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

We recognize that many of these identities intersect and therefore, equity, diversity and inclusion can be complex. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in communities that we serve.

The Greater Essex County District School Board has an accommodation process in place that provides accommodations for employees and applicants. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the GECDSB strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation based on any Code-protected ground under the Ontario Human Rights Code for your interview, testing, and/or practicum, please advise the Recruitment Team member when contacted for an interview, testing and/or practicum. This will ensure that the appropriate accommodation(s) are in place prior to you attending.