



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

## **FACILITY SERVICES QUALITY ASSURANCE SUPERVISOR**

The District School Board of Niagara is seeking a Facility Services Quality Assurance Supervisor to work as a collaborative member of the Facility Services Supervisory team reporting to the Manager of Operations.

### **Responsibilities:**

- Implement, maintain, and manage a quality control and work loading system
- Develop, maintain and implement Quality Assurance policies, procedures and standards
- Coordinate and supervise staff and evaluate building cleanliness (ensuring APPA standard compliance)
- 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.).
- Responsible to manage the Board's alarm monitoring and video security systems
- Supervise and provide support for Community use of Schools
- 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 relationship
- Strong leadership, supervisory and communication skills
- Experience working effectively in a unionized environment
- CHRP designation and experience in Human Resources, Certificate in Quality Assurance preferred
- 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 wage rate (\$68,153 to \$81,138 per annum, subject to review) 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 September 30, 2016 at 4:00 p.m.**

**Please reference Quality Assurance Supervisor 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.