



AP 3.04

Category: Charter School Operations

Facility Manager Role and Responsibilities

BACKGROUND & RATIONALE

The CAPE Charter Board recognizes the role of the school's facility manager as vital to the operation of CAPE school and as an integral part of the administration of CAPE school.

DEFINITIONS

1. **Manager** - a person who is responsible for running part of or the whole of a business organization.
2. **Facility** - a building which was created to serve a specific purpose, education site.

PROCEDURE

3. The Facility Manager will be familiar with CAPE policies, procedures, protocols, facility, and program.
4. The Facility Manager works under the leadership of the Superintendent and reports directly to the Superintendent.
5. The Facility Manager works in collaboration with the Secretary-Treasurer and the principal, and other administrative personnel.
6. The Facility Manager is to attend meetings called by the Superintendent and other administrators and submits a written report, forms, information, certificates and/or information upon request.
7. The Facility Manager serves as a resource person to the CAPE Charter Board, the Superintendent and other administrators on matters relative to the daily operation of the school.
8. The Facility Manager supports parents in whichever way that support is required.
9. The Facility Manager's responsibility is to ensure that the CAPE facility is safe for all students, staff, visitors, consultants, and other people that are in the facility.
10. The Facility Manager carries out routine inspections of the facility, addresses HVAC and other system maintenance, responds to issues that may arise such as water, electrical, intrusions, snow removal, and any other issue that is facility specific.
11. The Facility Manager works with the principal to ensure that the school facilities comply with health, fire, and safety regulations and that the facilities are maintained to acceptable standards by implementing relevant processes.

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12. The Facility Manager works with service personnel, contractors, consultants, trades people, Health and Safety, Occupational Health and Safety, and other groups to ensure the health and safety of students and staff and all other that may be in the facility from time to time.
13. The Facility Manager actively engages in professional development initiatives as deemed appropriate.
47. The Facility Manager complies with other duties and obligations assigned by the CAPE Charter Board, the Superintendent, the Secretary-Treasurer, or the principal.

References:

CAPE charter

CAPE Code of Professional Conduct for Non-Certificated Staff

CAPE Policy Manual

CAPE Administrative Procedure Manual

Adopted: August 2022