# TCDSB Round Logo APPLICATIONS ARE INVITED FOR THE POSITION OF

# Executive Superintendent

# Facilities Services

Reporting to the Associate Director of Planning, Facilities and Stewardship, the primary function of the Executive Superintendent, Facilities Services is to oversee the Capital Development, Capital Renewal, Operations & Maintenance and Energy Management departments of the Toronto Catholic District School Board. The Executive Superintendent will provide innovative leadership and efficiency in all aspects including the Board’s fiduciary responsibility to effectively manage its assets and provide enhanced educational opportunities for students. In carrying out these duties, the Executive Superintendent is expected to act as a relational leader focused on equity of outcomes.

## CRITERIA FOR AN INTERVIEW ARE AS FOLLOWS:

* Undergraduate university degree in Engineering, Architecture or Business, combined with a relevant professional designation such as P.Eng or OAA
* A post-graduate university degree in a relevant discipline (M.Eng., M.Arch., MBA) would be considered an asset
* Minimum of seven (7) years related experience in a leadership role at a large public-sector or private organization with multiple building and facility assets
* Ontario Business Supervisory Officer Certificate or willingness to obtain
* Demonstrated commitment to Catholic Education
* Demonstrated effective decision-making and collaborative problem solving skills, as well as highly developed planning, organizational and administrative skills
* Excellent communication, interpersonal and presentation skills

## MAJOR DUTIES AND RESPONSIBILITIES:

* Oversee dedicated professionals, the Executive Superintendent is accountable to the organization by directing the operations of the Capital Development, Capital Renewal, Operations & Maintenance and Energy Management departments of the Board
* The Executive Superintendent builds the organization by providing advice and assistance to Board and adhoc committee meetings, as requested; organizing the maintenance and up-keep of over 200 schools and administrative facilities; developing and administrating the Board's design and construction standards; developing and implementing Board policies, organizing new construction and developing completion schedules and contingency plans for construction
* The Executive Superintendent collaborates with the senior management team of coordinators, managers, supervisors and principals, by establishing goals for the portfolio that are consistent with the Board's Multi-year Strategic Plan
* Oversee the production of short and long-range Capital programs including new and renewal construction
* Oversee the effective daily Operations and Maintenance of all Board assets and ensure effective Energy Management is in place
* The Executive Superintendent builds relationships and develops people by fostering professional growth and effective labour relations
* Provide professional direction and support in establishing departmental policies and procedures, setting goals and initiatives that are congruent with the Board’s strategic plan
* Work closely with the Communications department to ensure that the sharing of Capital program priorities are communicated to all stakeholders
* Oversee the preparation of reports, analyses, research studies and briefs relevant to portfolio
* Attend external stakeholders meetings as well as management and Board meetings, and respond to related issues pertaining to Facilities Services, as required
* Perform any additional duties assigned by the Associate Director of Planning, Facilities and Stewardship, as required

The TCDSB is committed to creating an inclusive, barrier-free recruitment and selection process.  Please inform Human Resources at the time of your application of any requirement for accommodation in order for us to assess all candidates in a fair and equitable manner.  The need for documentation to support the accommodation request may be requested as required prior to the implementation of the accommodation measures.

Completed résumé, together with supporting educational documents and references, referring to **Executive Superintendent, Facilities Services,** are to be received from interested candidates no later than **Thursday July 12, 2018** and should be submitted by e-mail or hardcopy to:

**Rory McGuckin, Director of Education**

**80 Sheppard Avenue East, Toronto, Ontario M2N 6E8**

**E-mail: rory.mcguckin@tcdsb.org**

*Only those applicants granted interviews*