SUDBURY
CATHOLIC
DISTRICT
SCHOOL BOARD

JOB DESCRIPTION

JOB TITLE: Operations Coordinator
DEPARTMENT: Facility Services
DATE APPROVED: April 9, 2026
DATE REVIEWED:
Approved by: Cheryl Ann Corallo, Superintendent of Business and Finance
Signature:

Reporting Relationships
Position Reports to: Manager of Facility Services and Health and Safety
Position Supervises: Custodial Personnel

ESSENTIAL QUALIFICATIONS

Education/Certification
Formal post-secondary education in building management or a related discipline, or equivalent professional experience/education in building operations and/or maintenance.

Ministry of Labour's Supervisor Health and Safety Awareness in 5 Steps Certificate.

Experience Required
Minimum of three years in a leadership position supervising staff in a building maintenance environment or in a large organization.

Preferred Qualifications
Prior experience within a school board setting and knowledge of school maintenance
Experience working in a unionized environment and interpreting collective agreements.

KEY ACTIVITIES/RESPONSIBILITIES

Contributes to the organization by ensuring that operational requirements for all building and grounds are maintained at levels consistent with Board expectations and departmental guidelines while adhering to applicable legislation, regulations and the Occupations Health and Safety Act.

Provides daily supervision of custodial staff, including onboarding, training, and scheduling. Regularly conducts employee performance appraisals, promptly addresses any performance concerns, and develops individualized improvement plans that promote skill development, enhance performance, and achieve measurable results.

Establishes and upholds service procedures and guidelines for all custodial operations and processes.

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Supports and audits the work loading database to confirm accurate allocation of staffing resources, maintain appropriate staffing levels at each school, and identify operational changes impacting staffing requirements.

Collaborates with school administration to coordinate events, facilitate community use, implement fire safety protocols, and address daily operational matters.

Provides contract management for site services such as grass cutting and snow removal and pest control.

Liaise with the Maintenance Department to prioritize and monitor completion of work orders for building repairs and maintenance.

Lead facility emergency response efforts during regular hours and participate in an on-call rotation to address after-hours emergencies such as power outages, severe weather, major equipment failures, and fire alarms.

Manages custodial product inventory at all locations, including review and approval of purchases and manages custodial equipment inventory including repairs, procurement and replacement.

Engage with school boards, suppliers, and contractors to assess and implement best practices in custodial operations.

Ensures adherence to all relevant collective agreements.

Other duties as assigned.

KNOWLEDGE AND SKILLS

The position requires extensive knowledge of custodial best practices, including familiarity with relevant equipment and products. This expertise ensures that cleaning procedures are performed efficiently and in compliance with established standards.

A thorough understanding of building systems, operational protocols, and maintenance procedures is essential. The ability to apply this knowledge contributes to the effective management and upkeep of facilities.

Advanced written and verbal communication skills are important, along with strong interpersonal abilities. These skills enable the demonstration and explanation of both routine and complex practices to colleagues and stakeholders.

Excellent analytical and problem-solving capabilities are required, supporting the identification and resolution of issues as they arise.

The role demands a proven ability to handle confidential information with discretion, protecting sensitive data and maintaining privacy at all times.

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Comprehensive familiarity with the Occupational Health and Safety Act is a key requirement to ensure that all practices adhere to legislative guidelines and promote a safe working environment.

Outstanding organizational skills and attention to detail are necessary. These qualities support the accurate and timely delivery of information, especially when managing multiple competing deadlines.

Proficiency in Microsoft Office 365 is expected, enabling effective communication, documentation, and collaboration within the team.

POSITION REQUIREMENTS

Physical Requirements

Manual dexterity is essential for effectively operating desktop computers and related peripherals. This includes precise hand movements and coordination to perform tasks such as typing, navigating software, and handling devices.

The position requires the ability to physically access confined or challenging spaces, such as entering crawl spaces and climbing ladders. Additionally, bending, twisting, and kneeling are necessary to accomplish various work-related activities.

Occasional lifting or movement of items weighing up to 15 kilograms is required. This capability ensures that materials or equipment can be transported or rearranged safely as part of regular job duties.

Other Requirements

Possession of a valid driver's license and access to a dependable vehicle are required for this role.

During periods of on-call duty, it is essential that a continuous cellular signal is maintained. This availability guarantees that communication can occur without interruption, enabling prompt responses to emergent situations or requests.

HEALTH AND SAFETY

Every precaution must be taken to protect the safety of all workers. This includes the identification and mitigation of job-related hazards, ensuring that comprehensive staff training is provided, enforcing the proper use of personal protective equipment (PPE), and maintaining strict compliance with all applicable legislative requirements.

Safe work procedures should be consistently followed. Unsafe conditions must be reported promptly, and protective equipment should be used as necessary to safeguard the health and well-being of staff members.

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SPECIAL WORKING CONDITIONS

Employees are expected to participate in an after-hours on-call rotation. This may require attending sites outside of regular business hours, including evenings and weekends. Flexibility is essential, as overtime and variable shifts—such as day, afternoon, and occasional weekend assignments—may be required.

The role demands the ability to work efficiently in environments where frequent interruptions occur, and multiple deadlines must be met. Occasionally, work will be performed outdoors, exposing employees to a range of weather conditions.

Regular travel is necessary to visit all facilities within the Board's jurisdiction. Additionally, there is potential exposure to dust, heat, cold, moisture, odors, and chemical substances as part of the job responsibilities.

While some duties are performed outside, work settings typically include offices that are well-lit and ventilated, with temperatures maintained within normal ranges.