

The Building Director will

1. serve as the Building Manager and the Security Officer of the JBSCI property;
2. serve as a member of the Executive Committee;
3. cooperate with the Fire Department and all the umbrella clubs of the JBSCI who access and conduct business on JBSCI property;
4. limit fire hall access to personnel authorized by the Fire Chief;
5. ensure that all activities conducted on JBSCI property are Board approved and conducted in a safe manner;
6. oversee the maintenance, cleanliness and functionality of community buildings and grounds and manage the cleaning, snow removal and other Board approved contracts, to that effect;
7. oversee the maintenance, functionality and safe use of all equipment, machines and dispensers;
8. purchase the necessary supplies for the efficient functioning of the Centre, namely cleaning supplies, all paper products for the hall, washrooms; and floor maintenance products;
9. supervise all construction projects approved by the JBSCI Board;
10. prepare a budget proposal in consultation with parties who make regular use of the premises, and assume control of the final approved budget;
11. prepare a report for the annual meeting; a preliminary presentation of this report will be made to the Board at its regular August meeting.