



# Career Opportunities

Home > Vacancies

## Manager of Facilities - Penticton, BC

Facilities    To be determined    Full-time Permanent    Exempt

Attractive benefits, vacation and pension package

The City of Penticton's **Facilities Department** is in search of a strategic and effective leader for the full-time permanent position of **Manager of Facilities**. The Facilities Department is responsible for planning, design, construction, operations and maintenance of over 30 City-owned buildings. This department ensures these buildings operate at optimum efficiency to enable other City departments and lessees to effectively deliver services and programs to the community.

Reporting to the General Manager Community Services, the **Manager of Facilities** manages the operational and capital activities of various recreation and civic facilities to provide outstanding service to customers. The **Manager of Facilities** undertakes options analysis, and prepares and presents reports to Council that clearly articulate issues and options for their consideration. The **Manager of Facilities** has experience dealing with a full range of large scale facilities operation and construction functions including building and development permit applications, zoning, subdivision and long range planning initiatives from a facilities or engineering perspective.

The Facilities Management team is expected to deliver a high level of customer service to internal city departments, residents and community partner organizations. Overseeing the strategic needs of the City's facilities in line with the 2022 Asset and Amenity Management Plan will be a major responsibility of this role.

### Key Responsibilities:

- Strategic lead for the City's Facility management needs.
- Manage large scale facilities operation and construction functions including building and development permit applications, zoning, subdivision and long range planning initiatives from a facilities or engineering perspective is a must.
- The successful candidate will have financial management and budgeting experience, and be well-versed in the public consultation process.
- Project Managing the construction of large construction projects and leading a diverse unionized work force.
- Oversee the analysis and development of a comprehensive 10-year facilities capital plan building.
- Lead the organization's space management needs, working with City departments to ensure the delivery of high quality customer service.
- Responsible for the overall health, safety and well-being of the facilities staff.

### Required Qualifications:

- A degree, and/or professional designation in facilities management (FMP, CFM, BID, MAIBC, or P.Eng).
- Minimum of 7 years progressive management experience in a unionized, municipal, provincial or university setting, with proven operation excellence, customer service and innovation in a facilities environment.
- A proven record of the successful delivery of workspace and construction projects.
- Experience with ensuring construction and workplace safety.
- Experience with the preparation and administration of Canadian Construction Documents Committee (CCDC) documents.
- Experience with construction, goods, and services tendering (e.g. Invitation to Tender, Request for Proposals, etc.).
- Financial management and budgeting experience.
- Experience in facilities project management, estimating, scheduling, quality assurance, resource allocation, and cost control.
- Knowledge of architectural, electrical, and mechanical building system codes, standards, and regulations.
- Experience working with authorities having jurisdiction in relation to building by-law, zoning, safety, etc.
- Strong customer service orientation and the ability to address varied and time-sensitive needs of stakeholders.
- Well-versed in the public consultation process.

This full-time exempt position offers an attractive benefits, vacation and pension package. Salary will be determined based on the successful applicant's qualifications and experience.

If you are seeking a challenging opportunity and possess the above mentioned qualifications, we would love to hear from you! We welcome your cover letter and resume by **June 6, 2022**.

Apply Now

\* Fields Are Required

What is your full name?

test

test

**How can we contact you?**

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Cell 

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