



## **Manager of Facilities**

The Chilliwack School District is seeking applications for the excluded position of Manager of Facilities. Reporting to the Director of Facilities and Transportation, the successful individual is responsible to assist with the development of the capital plan and organization of the Facilities Department of the District.

### **THE COMMUNITY AND SCHOOL DISTRICT**

Chilliwack is situated in the beautiful Upper Fraser Valley, just 90 minutes from Vancouver, and is a thriving and growing community of 90,000. The school district is well known for its dedication to quality educational programs, its strong financial foundation and its effective collaboration with community, parents, students and employee groups. The district has a strong commitment to ensuring that every student graduates with opportunities beyond graduation. The District is a growing school district with approximately 13,000 students in 32 school sites, approximately 1900 employees, and an operating budget of \$145 million.

### **THE POSITION**

This is a full-time excluded position. The Manager of Facilities will be responsible to:

- organize, direct and supervise the tasks and work of the Facilities Department
- maintain appropriate control of operating and capital funds and budgets
- prepare and implement the District Capital Plans
- assist with all construction and maintenance projects of the District
- monitor buildings, property and equipment to ensure safety of all occupants
- ensure the District's compliance with all WorkSafe BC regulations and building codes
- prepare construction and other tenders as required
- working with Human Resources to adhere to policy and procedures
- operate systems such as electronic work order system, smart tools data collection, leave management system
- manage electronic systems with the school district such as security and fire alarm systems and HVAC (DDC) control system
- perform other such duties as assigned by the Director of Operations

### **THE APPLICANT**

The successful applicant will possess:

- grade 12 graduation supplemented by post-secondary courses in management and supervision
- a BC or Interprovincial Trade Qualification is preferred
- five years leadership and administrative experience in an industrial/institutional setting is preferred
- proven ability to supervise and experience leading in an Union environment
- knowledgeable in modern heating/HVAC and control systems
- ability to communicate and report effectively, verbally and in writing
- ability to seek innovative solutions to problems
- computer skills appropriate for the responsibilities and duties
- strong, positive interpersonal skills
- proven abilities to establish and maintain effective work relationships and demonstrate skill and aptitude in dispute resolution
- ability to exercise considerable independent action in the performance of all duties

Interested candidates must submit their application complete with resume, documentation supporting credentials and three professional references with permission to contact each in confidence. Application packages must be received by the end of the day **Friday, November 24, 2017**. Interested applicants must apply electronically through [www.makeafuture.ca/chilliwack](http://www.makeafuture.ca/chilliwack) to: **Director of Human Resources, School District No. 33 (Chilliwack), 8430 Cessna Drive, Chilliwack, B.C. V2P 7K4, Phone: 604-792-1321**