



ASSISTANT DIRECTOR OF FACILITIES SERVICES

The Burnaby School District is seeking an Assistant Director of Facilities Services to join the Facilities team. Reporting to the Director of Facilities, the Assistant Director is responsible for the District's maintenance facilities programs and works collaboratively with management and staff to achieve, promote, and coordinate maintenance facilities services throughout the District.

The successful candidate should demonstrate the following:

- Completion of a degree in Engineering, Facilities Management, or other professional training in a related field from an accredited institution.
- 5 years' direct experience in facilities management with at least 3 years in a leadership role including supervisory responsibilities
- Demonstrated ability and knowledge of project management principles and methodologies; capital projects; contract management, budget development, business case development, financial controls and analysis.
- Demonstrated ability to effectively lead and problem solve.
- Comprehensive knowledge of the BC Security Act; BC Building Code; maintenance management of vehicles and equipment; operation and safety of vehicles and equipment.
- Excellent communication skills, including good presentation and report writing skills
- Strong organizational and time management skills
- Thorough knowledge of CMMS, Microsoft Excel, Word and PowerPoint
- A valid BC driver's license and business use of personal vehicle

This exempt position offers a competitive salary and benefit package. Please forward a resume with references no later than **4:00 pm Friday, February 17, 2017** to:

Human Resources
School District 41 – Burnaby
5325 Kincaid Street, Burnaby BC V5G 1W2
applications@sd41.bc.ca

Only those applicants considered for an interview will be contacted.

For more employment opportunities with Burnaby School District 41, visit www.makeafuture.ca/burnaby.