



# Manager of Facility Improvements

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We are hiring! Do you have what it takes to join our team? We see our employees as our greatest assets. We have a current career opportunity for a Manager of Facility Improvements. School District No. 43 (Coquitlam) is the third largest school district in BC with approximately 32,000 students in 70 schools.

We serve the communities of Coquitlam, Port Coquitlam, Port Moody, and the villages of Anmore and Belcarra. Our district has been consistently rated by British Columbia Ministry of Education as one of the best performing districts in the province and we are proud to run the largest international education program in Canada.

This position manages minor capital projects, renovation projects and portable moves. The key objectives are increased functionality, improved working and learning environments as well as the maximized life cycle of our buildings and grounds.

The Manager of Facility Improvements supports the Maintenance Departments in the effective management of resources within the organization and assists in the development and implementation of building and site upgrades in alignment with the mission and goals of the Board of Education. This position also works closely with the Assistant Secretary Treasurer – Facilities and Planning Services as well as other excluded positions.

## **Duties:**

- Managing assigned projects from start to completion ensuring legislative and contract compliance for satisfactory project completion.
- Ensuring satisfactory project completion within the authorized budget.
- Maintaining financial records of ongoing projects and budgets.
- In cooperation with consultants and the Purchasing Department, tenders AFG and other projects and manages contracts for service and project work
- Carrying out field review of progress to ensure general conformance with the contract documents and prepares progress reports.
- Ensuring satisfactory contractor performance; directs the change order process.
- Supervising maintenance staff. Monitors and assigns work. In consultation with Human resources, administers the collective agreement in relation to staff, including hiring authority, disciplines as appropriate, authorizes overtime, leaves and similar requests; represents management as required in the grievance process.
- Participating and assisting in the development and implementation of long and short term planning for the Maintenance department.
- Assisting in the development and implementation of the strategic goals of the Maintenance and Facilities Departments while adhering to Ministry guidelines, district policies and administrative procedures.
- Analyzing the district's maintenance plan and supports the Assistant Director of Maintenance Operations to address the district's annual priorities.
- Working with the Energy Manager and Energy Specialist to monitor energy use of district facilities and works towards implementing strategies to reduce energy consumption.
- Liaising directly with the District Leadership Team with respect to school concerns regarding projects, repairs, and sensitive issues such as asbestos management.
- Liaising with Maintenance staff from other school districts as well as local municipal departments and inspection agencies to ensure all code compliance issues have been addressed.
- Liaising with Police Departments on security concerns and vandalism initiatives. Represents the school district on a variety of committees and associations.
- Liaising with the accounting department and is responsible for budget planning of AFG and other accounts.

- Responsible to support the district's Asbestos Management Program including training and awareness for all staff, update, inspection and management of inventory.
- Responsible to support the district's Confined Space Program.

**Qualifications:**

- Diploma in Building Technology or other relevant degree or diploma related to facility or project management from an accredited institution, or relevant trades qualification supported by proven experience and additional formal training that supports the key elements of the position.
- A minimum of three years' experience in facilities or project management including the direction of trades with a minimum of two years in an administrative/leadership role.
- Familiarity with contract tendering and management
- Budget planning and control
- Extensive knowledge of the principles of facility management.
- Demonstrated ability to support the strategic planning function of the organization
- Thorough knowledge of building systems, security systems and programs, HVAC control strategy, fire protection systems and programs and logistical and ancillary services and systems.
- Thorough knowledge of construction and maintenance trades, Provincial Building Code and municipal codes and bylaws.
- Demonstrated ability to organize the work of a department; plan, schedule, direct and evaluate the work of employees; direct and guide external consultants and contractors.
- Demonstrated ability to plan and manage budgets.
- Demonstrated ability to work in a unionized public sector environment.
- Demonstrated ability to manage a large annual budget.
- Considerable knowledge of building systems and energy management.
- Considerable knowledge and ability dealing with grievances and other Collective Agreement issues.
- Considerable knowledge in attendance management.
- Strong analytical skills and report writing capabilities.
- Well-developed conflict resolution skills.
- Ability to work within a Collective Agreement.
- Demonstrated ability in the use of computer software and technology.
- Excellent verbal communication skills, interpersonal skills and presentation skills
- A valid BC driver's license and business use of personal vehicle

A competitive salary is offered along with a generous benefits package. The successful applicant will be required to complete two criminal record checks.

To apply, please forward your resume to [humanresourcesupport@sd43.bc.ca](mailto:humanresourcesupport@sd43.bc.ca) or 550 Poirier Street, Coquitlam, BC, V3J 6A7 **no later than 4:00 pm May 19, 2017.**

*We appreciate your interest but regret that only those candidates selected for an interview will be contacted.*