

We provide world-class instruction and a rich diversity of engaging programs to inspire success for every student and bring communities together to learn, share and grow.



## Service Centre Coordinator North Vancouver School District 44

***Ensure the safety and health of school facilities as the District's building systems expert***

Our aim is to provide welcoming, safe, and sustainable facilities to enhance the learning and teaching environment. As Service Centre Coordinator, you will directly contribute to creating an environment that provides students a "Natural Place to Learn" and staff a safe and healthy environment to work.

Your main responsibility is to lead the planning, scheduling, and execution of maintenance projects and activities at the District's various facilities.

A core function of your role also involves your leadership in the launch and implementation of a Computer Maintenance Management System (CMMS). The CMMS will be the department's primary delivery tool for assigning work and communicating project objectives to maintenance team members, and you will be responsible for using the tool and providing training. Comfortable with software, you will also use the CMMS to prepare asset management plans, monitor progress, track key performance indicators, and provide feedback, training, and coaching to members of your team.

In this dynamic role, your day-to-day work will be varied. On some days, you may be working with Maintenance Facilities to develop resource plans and schedules. On other days you may be coordinating maintenance projects, building improvements, and property inspections in concert with a variety of internal tradespeople and external contractors. Just as you pride yourself on being client-focused with District staff, you will also ensure the needs of external stakeholders are met, i.e. providing the necessary resources and access to contractors and inspectors.

What makes you successful in this role is being able to coordinate a variety of projects, work effectively with district staff, employ resources effectively, plan proactively, demonstrate good judgment, and complete work that meet the needs of all stakeholders. Through your leadership and knowledge, you will also help to build a culture of safety and excellence within the Facilities and Planning Department.

Ideally, you have a high school diploma, relevant post-secondary training, knowledge of building automation systems, and a firm understanding of regulatory requirements, i.e. OH&S, Worksafe, IAQ, and HAZMAT.

From its coastal beaches to its mountain forests, North Vancouver's natural setting offers year-round recreational opportunities. North Vancouver School District's values of trust, respect, responsibility and collaboration make it "the natural place to learn" for students, and "the natural place to work" for our staff.

**For more information and to apply by **June 3, 2016**, please visit [www.makeafuture.ca/north-vancouver](http://www.makeafuture.ca/north-vancouver) or [www.nvsd44.bc.ca](http://www.nvsd44.bc.ca).**