

Building Operations Coordinator

Reference #CE-2122-BOC-394

This unionized position is 40 hours per week, 12 months/year; commencing immediately. Upon successful completion of probation, the employee will have access to a comprehensive benefits package that includes extended health and dental benefits, LTD coverage, and Municipal Pension Plan.

WHO WE ARE

From coastal beaches to mountain forests, North Vancouver School District – “the natural place to learn” – provides world-class instruction and a rich diversity of engaging programs to inspire success for every student. Our 25 elementary and 7 secondary schools, 2600 staff and 16,000 students offer a safe and nurturing environment based on trust, respect, responsibility and collaboration. We are looking for enthusiastic and positive individuals to *learn, share and grow* with us in “the natural place to work”.

THE ROLE

This role is responsible for ensuring the delivery of services necessary for the smooth daily operation of the Educational Services Center (ESC), which includes the Artist for Kids Gordon Smith Gallery of Canadian Art. The incumbent will work closely with NVSD staff members in Facilities & Planning, Rentals, Custodial Operations, Health & Safety, ICT and Maintenance. The incumbent will also liaise with partner organizations operating at the ESC and support them in their delivery of services. The incumbent will be required to plan, coordinate and execute a variety of initiatives and activities within the ESC and may participate in the work as required.

Provide oversight to contractors engaged in the maintenance, alteration, installation and construction work at the ESC. An employee of this class exercises considerable independent judgement and action in completing assignments. Work may be reviewed in terms of conformance with standards and objectives. The Incumbent will be expected to utilize the Computerized Maintenance Management System (CMMS) to administer, plan, and execute work and track key performance indicators demonstrating regulatory compliance requirement, preventative maintenance practices and service delivery. The incumbent will actively participate in OHS&E for the ESC building. Unusual or difficult problems are referred to the Assistant Director of Facilities & Planning. Flexibility for call-outs and overtime desired.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge and experience working with CMMS systems & Building Automation Systems
- Knowledge of the hazards and proper safe work practices for WorksafeBC compliance.
- Ability to effectively produce internal communication for ESC staff and partner stakeholders
- Ability to perform minor repairs as required and has a strong mechanical aptitude in the operation and maintenance of commercial building systems
- Considerable knowledge of the applicable building codes, by-laws, rules and regulations necessary for a compliant facility.
- Ability to conduct thorough property condition assessments and plan corrective actions based on findings
- Develop asset management plans based on standard building components life cycles.
- Working knowledge of departmental functions, policies, practices and procedures.
- Working knowledge of building systems including mechanical HVAC, electrical and IT.
- Knowledge of emergency power systems including, generators and UPS
- Working knowledge of computer use and related software.
- Ability to review the work of vendors and contractors engaged in skilled and semi-skilled trades work.

- Ability to read and interpret engineering plans and equipment manuals to troubleshoot issues, execute repairs and preventative maintenance assignments.
- Ability to accept responsibility for and complete assignments in a timely manner using considerable independent judgment.
- Ability to coordinate work effectively with staff, other trades and outside contractors.
- Ability to establish effective working relationships with staff, partner groups, trades, and outside contractors and work in a team environment as necessary.
- Conversant in OHS&E legislation and Health and Safety committee requirements.

DESIRABLE TRAINING AND EXPERIENCE

- Experience and Training in energy efficient building systems and sustainable practices.
- Experience with Fire Life Safety & Security systems.
- Familiarity with a variety of related codes and standards, such as: NFPA, BC Building Code, and CSA.
- Experience operating networked Audio/Visual Systems and Experience with Building Automation Systems (ESC desirable).
- Experience with lighting control systems (Lutron and Douglas desirable).
- Experience with the operation and maintenance of commercial level mechanical, electrical and HVAC Systems.
- Experience with Computerized Maintenance Management Systems (CMMS) and coordination of demand and scheduled maintenance activities.
- Proficient in using Microsoft Office Suite.
- Level 2 First Aid.
- Demonstrated experience in commercial property management, office services and event planning.
- Five years previous experience in facilities, property, or building management or an equivalent combination of training and experience.

This is a unionized position and the current rate of pay is \$32.80 per hour.

Applying to this posting is a two-step process:

1. Create your profile on Make A Future
2. Apply to this posting

*** The North Vancouver School District values the time you have taken to submit your application; however, only those applicants selected to move forward will be contacted.***

At the North Vancouver School District, our **values** guide what we do. We support diversity and inclusion in our workplaces and schools; we welcome and respect the diverse backgrounds, experiences and talents of all our employees and students. We **value** the opportunity to learn, share and grow on the traditional territory of the Coast Salish people, specifically the Skwxwú7mesh Nation and Tsleil-Waututh Nation.

** All candidates are required to submit to a BC Ministry Criminal Record Check and a local Police Criminal Record Check as a condition of employment.*