

## Facilities and Planning Coordinator

*This is a Management-exempt position. The salary will be commensurate with the successful candidate's training and experience, and includes a comprehensive benefits package.*

### Our District

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

The Facilities and Planning Coordinator will be primarily responsible for supporting the Facilities and Planning team with project development, plus the delivery and execution of operational support services. The role will support the Facilities and Planning Department which includes: Rentals, Service Operations, Maintenance and Planning. In addition the role will also work in close alignment with School Administrators, Health & Safety and ICT with the ongoing design and site coordination of a variety of projects.

### Duties & Responsibilities

#### Operational Support Services

- Providing oversight and guidance of the Cheakamus Centre's Facilities Management vendor in the execution of maintenance programs.
- Oversee and assist with the development of asset management planning priorities for the infrastructure and buildings, including Cheakamus Centre.
- Assist with the development and delivery of minor capital and life-cycle renewal projects throughout the North Vancouver School Districts portfolio of properties.
- Oversee and develop maintenance and equipment plans for mobile assets (school buses, trades vehicles, equipment and related infrastructure).
- Oversee and develop maintenance and equipment plans for school-based Video Surveillance and Card Access Systems.
- Develop best practices and provide global support, training and oversight for security related systems and infrastructure.

#### Strategic Leadership

Contribute to the continuous optimization, improvement and efficiency of the Facilities and Planning team, including:

- Evolution of standard practices.
- Review and update owner's project requirements.
- Introduction of new best practices.
- Assist with the development of maintenance plans and warranty regimes for new buildings and systems.
- Prepare service level agreements for tendering specialized services, such as fire and life-safety maintenance.
- Assist the Service Operations Managers and the Manager of Energy and Sustainability with project development and execution.

## **Business Development & Operations**

- Conducting facilities inspections and physical audits of properties.
- Coordinating consulting studies and reviews of existing building systems and replacement/upgrade options.
- Contract administration, construction coordination, and contractor supervision.
- Manage and administer contemplated change orders and process.
- Participate in building commissioning and administer resolution of post-construction deficiency issues.
- Oversee the coordination and move-in at project occupancy stage, including coordination of new equipment delivery and installation.
- Update building documentation, such as design aid sheets, fire safety plans, and site drawings to reflect as-built conditions.
- Maintain School Districts digital library of as-built drawings, and operations and maintenance manuals.
- Utilizes the Computerized Maintenance Management System (CMMS) to coordinate all work requests, inspections and asset work history.
- Works closely with the Service Center Coordinator to update any changes to asset information in the CMMS.
- Coordinates client communications regarding the Cheakamus sites.
- Facilitate Annual Insurance and Capital Asset Management Systems condition assessments and audits.
- Coordinate follow-up actions and complete closure reports with regard to the above inspections.

## **Financial Planning and Management**

- Compiling project estimates and expenses for annual capital and operating budgets and grant submissions.
- Development of minor capital projects scope, coordination of design and specifications for RFP's and tenders.
- Utilizing tools, such as the Ministry's Capital Assessment Management System (CAMS) to identify and prioritize life-cycle renewal projects.
- Utilizing tools such as the Ministry's Capital Asset Planning System (MyCAPS).
- Responsible for developing detailed operating budgets for projects.

## **Qualifications/Skills**

- Ability to meet deadlines, manage time and prioritize duties
- Ability to work flexible hours or schedule
- Ability to problem-solve, negotiate and work effectively with others
- Ability to communicate effectively with leadership, staff and public
- Strong customer/client service background
- Ability to work independently with limited supervision
- Ability and experience managing employees in a unionized environment
- Expertise and knowledge with the design and operation of commercial level mechanical, electrical and HVAC systems
- Experience with energy efficient building and sustainable practices
- Knowledge of CMMS
- Proficient in using various software packages (AutoCad, MS Project, MS Office Suite, Bluebeam, Excel, Power BI and CAMS Accruent VFA database)
- Understanding of regulatory requirements (BC Building Code, Electrical, Code WorkSafeBC, IAQ and regulations governing Hazardous Building Materials)

## **Desirable Training and Experience**

Accreditation, certificate or degree in Facilities Management, BA in Construction Technology, Red Seal Trade, Power Engineering, Project Management, or closely related field. Minimum of 5 years of relevant experience. Practical knowledge and in-depth experience in facilities and building systems design, construction, maintenance and costing. Experience in asset management and lifecycle planning and costing.

## **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.***