



Manager of Facilities

Fulltime, Permanent Position

Be part of the team of employees in managing a full range of West Vancouver Schools operations in a forward-thinking, innovative and cutting-edge school district.

This position provides an opportunity for long term, secure employment, leading a dedicated staff of tradespeople that take great pride in building and maintaining safe and welcoming facilities for the children of our community. Reporting to the Director of Facilities, the Manager of Facilities is responsible for planning, budgeting, organizing, scheduling, coordinating, and managing the Structural, Electrical, and Mechanical staff and their work, including renovations and predictive/preventative maintenance with the objective of achieving an efficient, effective, economical, and safe operation.

Required Qualifications

- Successful completion of Grade 12 and a Diploma in Building Engineering Technology and/or Inter-Provincial Trade Qualification plus five years' experience in the maintenance and supervision of an institutional setting, or an equivalent combination of education and experience.
- Self-starter with ability to organize daily tasks, set priorities, work independently and as a member of a team; and work effectively under pressure and tight deadlines.
- Proven ability to supervise, discipline and evaluate the work of a unionized staff and deal with any grievances which may arise.
- Proven ability to work in a team setting, recognizing individual strengths and skills and utilizing such skills to the benefit of the department and District as a whole.
- Proven ability to communicate, verbally and in writing, while effectively leading a diversified team of individuals.
- Excellent interpersonal and communication skills.
- Proven ability to address competing needs and advance established priorities.
- Proven ability to plan, organize and implement preventative maintenance programs.

- Proven ability to seek innovative solutions to problems and exercise independent judgment and action in performance of all duties.
- Demonstrated computer skills in Microsoft Office suite including Outlook, Word and Excel.
- Thorough knowledge of WorkSafe BC and BC Building Code regulations.
- Must hold valid B.C. Driver's license.

The District offers a competitive compensation package commensurate with qualifications.

Qualified candidates are invited to submit a resume via <http://www.makeafuture.ca/west-vancouver> by 1:00pm on September 7, 2018. Please note that email and fax applications will not be accepted. Please visit the Job Opportunities <http://westvancouver.schools.ca/job-opportunities-how-to-apply> page on for more details on the application process.

Successful applicants not currently employed by West Vancouver Schools are required to sign a “consent for Criminal Record Search” to permit a criminal record review. Only those individuals under consideration will be contacted.