



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
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## **DIRECTOR OF FACILITY SERVICES**

Coast Mountains School District 82 is seeking a dynamic, visionary individual to lead the Facility Services Department in the role of Director of Facility Services.

Located in British Columbia's beautiful Pacific Northwest, Coast Mountains School District is located on the traditional territories of three Aboriginal Nations: the Gitksan, the Haisla and the Tsimshian. The school district encompasses a large geographic area that includes diverse communities in the Hazeltons, Kitimat, Kitwanga, Stewart and Terrace and the surrounding rural areas. For further information, visit our website at [www.cmsd.bc.ca](http://www.cmsd.bc.ca).

### **Position Summary:**

Reporting to the Secretary Treasurer, the Director of Facility Services will have responsibility for the development, monitoring, and implementation of the district's facility projects including the management of the Facility Services Department in the pursuit of an ideal learning environment for all learners.

The successful candidate will have demonstrated:

- *Effective management of maintenance, facilities, grounds and energy*
- *Ability to monitor, evaluate and recruit staff*
- *Knowledge of management regulatory compliance including construction management techniques, methods and principles*
- *The ability to develop short and long range goals, policies and procedures for maintenance of facilities and grounds*
- *Skill in the management of a Preventative Maintenance Program*
- *Ability to estimate and produce detailed and accurate budgets for the department and for projects*
- *Successful experience working with infrastructure support through the application of Annual Facility Grants and Major Capital Projects*
- *Financial forecasting, budgeting, tracking and reporting*
- *Understanding of how to effectively manage and administer successful school transportation requirements*
- *Knowledge of how to direct and coordinate the development of bid specifications for the procurement of goods, services and equipment*
- *Liaise with Ministry of Education, municipality, unions, architects, engineers, consultants and school administration,*
- *Experience working successfully as a senior administrator in the K-12 school system, collaborating with the district leadership team, school administrators, employees, provincial government contacts, vendors and private contractors*

### **Qualifications:**

To be successful in this position, you possess a University degree or certification in Facilities Management or related discipline. You have demonstrated facility, maintenance and transportation experience in a public sector environment, and supervisory experience in a unionized setting. Completion of trades related certification and/or a professional Engineering designation is considered an asset. You are available to work flexible hours as may be required for evening meetings, facility supervision and/or special events.

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**Application Deadline:**

Interested applicants should apply at <https://bit.ly/3p00XtM> 4:00 p.m. January 22, 2021.