



Be a part of something great!

FACILITIES COORDINATOR

Temporary Full-Time

(from approx. May 27, 2019 to approx. May 29, 2020)

Competition File # 19-U049

Web Site: tol.ca

Join a "Community of Communities" – the Township of Langley, home to approximately 128,000 residents, is committed to providing progressive business, housing, and recreational opportunities, while balancing its unique mix of urban growth and rural beauty. A truly fun and beautiful place to work, the Township of Langley offers competitive salaries; excellent benefit packages; municipal pension plan; employee wellness programs; and, opportunities for professional development and career growth.

The Township of Langley is currently recruiting for a temporary full-time (from approximately May 27, 2019 to approximately May 29, 2020) **Facilities Coordinator** to join our team of professionals in the Engineering Division; Facilities Department.

Reporting to the Manager, Facilities, you will be responsible in this position for coordinating maintenance work for a variety of municipal facilities (e.g. RCMP, Arenas, Aquatic, Administrative, Parks, Fire Halls), conducting facility inspections to ensure conformance with applicable codes; developing and maintaining a facility inventory management system; and leading the development of preventative maintenance programs for all building systems (e.g. mechanical, electrical, building envelope, fire and life safety, refrigeration, aquatics). You will also lead the development of RFQ's and RFP's, liaise with departmental staff, contractors and municipal departments on facility maintenance, repair and construction matters; receive and respond to service requests; and manage a large number of service contracts.

Your education will include Completion of a diploma program in building technology/sciences or a related discipline plus sound related experience; or an equivalent combination of training and experience. Considerable knowledge of the principles, practices, methods, materials and equipment applicable to building systems; of the rules, regulations, standards, policies and processes governing the work; as well as sound knowledge of mechanical and electrical systems and of general building structures and components is necessary.

RCMP Security Clearance for work at RCMP Buildings is required. (Note - Not required as part of the application process, however will be required upon consideration for employment).

In order to be considered for this position, candidates must have the following valid and current certifications / licenses (must be valid at the time the posting closes) and these **must** be attached with your application. **Applications without the attached required documents below will be deemed incomplete and will not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply:**

- BC Class 5 (full-privilege) driver's license or equivalent driver's license for where you reside. You must upload a current **Driver's Abstract (select the 5 years' option if obtaining online)** that has been obtained within 6 months of the closing date below with your application. To obtain a copy of your **Driver's Abstract**, please contact ICBC directly or the driving authority where you reside. Copies or pictures of your driver's license will **not** be accepted.

The CUPE rate of pay for this position is \$36.45 - \$43.04 per hour (5 steps, 2019 rates), plus 13% in lieu of benefits The hours of work are Monday to Friday 8:00am – 4:30pm.

If you wish to pursue this exciting career in a growing community, please visit tol.ca/careers to apply.

The closing date for this competition is by **4:30pm, May 2, 2019.**

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.