

Facilities Manager - Position Profile

Date: July 2021

Position: Facilities Manager

Department: Facilities and Operations

Reports to: Director of Finance and Operations (DFO)

Interfaces with: Facilities Team, other staff and faculty, students and other members of the school community, third party contractors, and members of local community/neighborhood

Introduction

Founded in 2000, Stratford Hall is located in the heart of East Vancouver. An innovative International Baccalaureate (IB) World School, serving students from Kindergarten to Grade 12, Stratford Hall has grown steadily under the care of inspiring leaders and talented and thoughtful teachers and support staff. The school's graduates have matriculated to outstanding post-secondary institutions in Canada, the United States, and abroad.

Position Overview:

The Facilities Manager oversees maintenance, transportation, and custodial services at Stratford Hall. The manager will possess appropriate trades and building technology knowledge and expertise, with a strong knowledge of facilities and building standards. The Facilities Manager will oversee the assessment and maintenance of Stratford Hall's buildings and grounds. The manager will have well-developed management skills, implementing strategies to motivate and enhance the work of the Facilities Team and contracted staff. The Facilities Manager will also be an effective problem solver, developing solutions to meet the requirements of the role within an approved budget.

Key Duties and Responsibilities:

- Collaborate with members of the Senior Leadership Team and other community stakeholders to ensure the facilities and transportation services support and enhance school operations
- Monitor and evaluate the condition of the buildings, grounds and vehicles to identify areas that require attention on an ongoing basis
- Manage the preventative maintenance schedules for heating, electrical, fire safety, and life cycle systems
- Conduct routine maintenance of operational systems, including the HVAC, plumbing, electrical, fire and security
- Oversee the online CMMS work order system for recurring and one-off jobs, and prioritize and assign jobs to appropriate facilities staff
- Ensure building and grounds are compliant with required regulations, including local fire codes, accessibility and other relevant legislation, and are safe for students, staff, contractors and visitors to the school
- Oversee the management of building security, i.e. assignment of keys, fobs, alarm codes, and work with the security contractor to manage patrols and onsite security personnel
- Recruit, train, supervise, evaluate and support the day-to-day work of the Facilities Team, including Maintenance Technicians, the Events and Facilities Assistant, Bus Drivers, and onsite contractors

- Manage the Facilities Team to ensure that the maintenance of the school facilities and campus is delivered in a timely manner
- Exercise fiscal responsibility in the creation and management of the departmental budget, providing input and direction to the School's annual operating and capital budgets and long-term financial planning
- Collaborate with educational staff concerning projects, including renovation and major building enhancements, e.g. projects over \$100k, obtaining quotes, permits, setting timelines, seeking approvals, monitoring budget, etc.
- Assist in negotiating contracts or agreements for third party contractors or service providers
- Oversee facility rentals, including contracts, invoicing and communication within departments impacted by external renters
- Co-chair one of the school's Joint Health and Safety Committees, ensuring the school is in compliance with WorkSafeBC Standards
- Support the coordination and execution of school functions and fundraising events, e.g. preparation for, setup and take down of
- Administer the Hour-Zero Emergency Management program in conjunction with the Senior Leadership Team, serving as a member of the Incident Command Team
- Liaise with Senior and Junior School Principals to ensure their operational needs are met, including supporting the Principals in the execution of the School safety drills
- Act as a positive community liaison regarding neighbourhood inquiries and complaints
- Respond to after-hour emergencies and assist as necessary
- Perform other duties as assigned by the Director of Finance and Operations

Qualifications:

- Minimum of five to seven years of building operations and maintenance experience
- Diploma or a degree in Facility/Operation Management or a related discipline
- Facilities Management Professional Designation with the International Facility Management Association of BC would be an asset
- Knowledge and experience with building systems such as HVAC, plumbing, electrical, and security as well as knowledge of municipal code
- Experience participating on an occupational health and safety committee
- Working knowledge of the BC Motor Vehicle Act
- Proficient computer skills, including CMMS software, the G Suite, and MS Office
- Ability and desire to work in a collaborative environment in which each member of the community plays a role in advancing the vision, mission and goals of the school
- Strong communication skills both written and verbal
- Strong organizational and time management skills with the ability to manage multiple projects and prioritize
- Experience managing employees with demonstrated leadership skills
- Excellent troubleshooting skills; a problem solver

Application Procedure:

All interested applicants should forward a cover letter and resume, attention Director of Finance and Operations, to annemarie.butler@stratfordhall.ca