



THE CORPORATION OF THE CITY OF NORTH VANCOUVER  
MANAGER, FACILITIES & REAL ESTATE  
Regular Full-Time

The City of North Vancouver is the urban core of the beautiful North Shore and has a long-term vision to be “The Healthiest Small City in the World”, with five key priorities to be a City for People, a Liveable City, a Vibrant City, a Connected City and a Prosperous City.

We are looking for a dynamic individual with exceptional leadership skills to oversee the City’s Facilities and Real Estate Division, in this regular full time exempt role.

Reporting to the Director, Strategic & Corporate Services, your areas of responsibility will include facilities planning, maintenance and operations; civic real estate and property management; and capital project development and management. Specifically, you will:

- Lead the City’s process for planning, design and redevelopment of capital construction projects, including participation in the construction process of new buildings, staff accommodation planning, planning and evaluation of building programs, review and approve consultant drawings, and the administration of construction contracts and specifications for projects.
- Collaborate with other City departments to manage the City’s properties and real estate holdings, and advise on strategic land development, acquisitions, and dispositions.
- Develop and oversee planning, maintenance, operations and safety/security programs and services for City facilities and properties, ensuring that custodial/building maintenance and regulatory requirements/standards for City facilities are met.
- Develop and monitor the Division’s capital and operating budgets, adhering to the City’s financial policies and procedures.
- Assess, review and enhance internal processes and workflows.

As a key member of the management team, you will participate in various management meetings and committees, including Council and senior management, and liaise with external agencies. Your direct reports will include both exempt and bargaining unit staff.

You will possess an undergraduate degree or higher in a relevant discipline (such as Mechanical Engineering, Building Sciences, or Architecture), Project Management experience and/or certification, and have a minimum of ten years related management experience, preferably in a municipal environment. We are seeking applicants with excellent interpersonal, communication, leadership, budget and organizational skills. A valid class 5 BC Driver’s License is also required.

During the recruitment process, applicants will be requested to provide a current Police Information Check (PIC).

We offer an attractive remuneration and benefits package for this exempt position, including a compressed work schedule.

If you’re passionate about making the City of North Vancouver an even greater place to live, apply on-line through the Career Portal at [www.cnv.org](http://www.cnv.org) by **Friday, September 6, 2019**.

Thank you for your interest in the City of North Vancouver.

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