



## JOB POSTING

### Manager of Maintenance

Coquitlam School District invites applications for the position of **Manager of Maintenance**. As the third largest school district in the province we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 30,000 students with approximately 4,000 teaching, administrative, managerial and support staff. The Manager of Maintenance reports to the Assistant Director of Operations and works closely with the Assistant Secretary-Treasurer – Facilities and Planning, as well as district project managers.

The Manager of Maintenance is responsible for the maintenance department's front-end support ensuring timely response and support to schools and furtherance of all Service Requests by coordinators. The manager also oversees carpentry and finishing trades and associated Annual Facility Grant (AFG) funded projects. This position is responsible for the development and implementation of client support and service request processes as well as building and asset maintenance, and other related projects and processes and oversees coordinators and trades persons in carrying out their daily tasks.

#### Required Education and Experience

- Trade qualification in an appropriate field plus other relevant diploma related to facility or project management from an accredited institution, or relevant trades qualification supported by proven experience and additional formal training that supports the key elements of the position, or an appropriate combination of training and applicable experience.
- Minimum of three years of experience in facilities or project management including two years in an administrative/leadership role.
- Demonstrated ability to work in a complex, multi-union, public sector environment.
- Considerable knowledge of the principles of facility management, building maintenance, life safety requirements and built asset management.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned
- Thorough knowledge of Computerized Maintenance Management Software, system implementation and troubleshooting
- Thorough knowledge of construction and maintenance trades, Provincial and municipal codes and bylaws.
- Familiarity with contract tendering and management, budget planning and control, as well as building security systems.
- Strong analytical skills and report writing capabilities and demonstrated ability to use computer software technology.
- Excellent managerial, interpersonal, negotiating, dispute resolution and communication skills.
- As a member of the Emergency Personnel, must be available twenty-four hours per day, seven days a week to provide support during planned events or emergency situations (such as inclement weather) to include being physically on site if deemed necessary
- A valid BC driver's license and business use of personal vehicle

Please visit [www.sd43.bc.ca/employment](http://www.sd43.bc.ca/employment) for a detailed job description of this position.

A competitive salary is offered along with a generous benefits package. The successful applicant will be required to successfully complete two criminal record checks.

To apply, please email your resume and three reference contacts to Brenda Niehaus, Manager of Human Resources – [bniehaus@sd43.bc.ca](mailto:bniehaus@sd43.bc.ca) by **4:00pm on Friday, Oct 26, 2018**.

"The deliberations of employees, and Committees used to screen and consider job applications, shall be kept in strict confidence, and shall not be disclosed to any person except as required by law. Personal references, recommendations and evaluations collected or generated by Board employees and Committee members as part of the Board's hiring processes (other than references whose authorship and content is already known to the job applicant) shall be treated as having been supplied in confidence to the Board for the purposes of the *Freedom of Information and Protection of Privacy Act*."