



JOB POSTING

Manager of Maintenance (Mechanical – Electrical)

Coquitlam School District invites applications for the position of Manager of Maintenance.

The Manager of Maintenance is responsible for the Electrical and Mechanical departments, Maintenance Planning and associated Annual Facility Grant (AFG) funded projects. This position is responsible for the development and implementation of building upgrades, replacement programs and minor renovations in associated fields. The key objectives are increased functionality, improved working and learning environments as well as the maximized life cycle of our buildings and grounds. The Manager of Maintenance supports the Maintenance Department in the effective management of resources within the organization and assists in the development and implementation of building and site upgrades in alignment with the mission and goals of the Board of Education.

The Manager of Maintenance reports to the Assistant Director of Operations and works closely with the Executive Director – Facilities and Planning, as well as project managers.

Specific Responsibilities

- Working with the electrical department supervisor, mechanical supervisor and associated in-house trades.
- Participates and assists in the development and implementation of long and short term planning for the maintenance department.
- Provides appropriate training and orientation opportunities for staff within the portfolio.
- Responsible for organizing the work of the department including planning and scheduling, assigning and monitoring work load and assignments, directing and evaluating the work of employees, and working with external consultants and contractors.
- In consultation with Human Resources, administers the collective agreement in relation to staff, including hiring authority, attendance management, disciplines as appropriate, authorizes overtime, leaves and similar requests; represents management as required in the grievance process.
- Organizes security coverage for district sites including reviewing and inquiring into alarm reports; initiates security measures and organizes repair work due to vandalism and criminal acts.
- Develops and implements recommendations for target hardening and other anti-vandalism initiatives.
- Works closely with the District Energy Manager in developing long term retrofits, upgrades and lifecycle replacements within the Electrical and Mechanical department.
- Liaises with Fire Departments and government inspection agencies to ensure code compliance and works with the Police Departments on security and vandalism concerns.
- Represents the school district on a variety of internal and external committees and associations such as Vandal Watch.
- Responsible for cost versus budget analysis and reporting and liaises with the accounting department regarding financial reporting issues.
- In cooperation with consultants and the Purchasing Department, tenders and manages contracts for service and project work.
- Provides recommendations and establishes priorities for related preventative maintenance tasks and AFG (minor capital) projects to support one and five year planning strategies.
- Supports department initiatives to control maintenance, energy and labour costs, and initiates changes to optimize operations through work scheduling, sequencing, and manpower efficiencies.
- Other duties as assigned.

Required Knowledge, Education and Experience

- Diploma in Electrical/Mechanical Technology or other relevant diploma related to these disciplines 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' 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, electrical, plumbing and HVAC.
- Thorough knowledge of construction and maintenance trades, Provincial Building Code 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.
- A valid BC driver's license and business use of personal vehicle.

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, (by Friday, February 14th at 4:00pm) please click on the following link and create a user account/profile. <https://ejp.sd43.bc.ca/postings/Account/Login>

Once you have completed your profile you will have access to the job postings.

Applications will be reviewed as they are received.

"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*."