



Manager, Facilities
Regular Full-time

Bulletin File #: 19-E006

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 regular full-time **Manager, Facilities** to join our team of professionals in the Engineering Division, Facilities Department.

Reporting to the Manager, Strategic Initiatives, you will be responsible in this exempt position for administrative, supervisory and technical work in planning, coordinating and directing facility maintenance (electrical, mechanical, structural, security, envelope, interior, etc.) operations in a diverse group of Township facilities (Administrative Offices, Fire Halls, Police buildings, Community and Recreation Centre’s, Museum, Operations Centre, Parks buildings, etc.) You will lead a group of approximately 15 people and will prepare budgets, monitor and analyze all facility maintenance and repair costs, as well as be responsible for the development and implementation of preventative maintenance programs for building systems. You will coordinate facility projects throughout the planning, implementation, supervision and evaluation stages. The work requires close liaison with facility supervisors and contractors, participation in the development of strategic plans with the Manager, Strategic Initiatives and appropriate staff from other departments and divisions.

Your education will include graduation from a recognized technical school, college, or university with courses in business administration, contract management, facility management/maintenance and operations; and a minimum of 7 years’ experience in facility management/maintenance including sound supervisory and administrative experience or an equivalent combination of training, education and experience. Considerable knowledge of the functions and operations of building systems, HVAC, pool maintenance, plumbing, security systems, elevators, roofing, janitorial, energy efficiency and electrical equipment and services; as well as knowledge of administrative practices and procedures, policies and functions; rules, regulations, policies, by-laws and codes is necessary. You will have a good working knowledge of practices relating to budget preparation, forecasting and monitoring; as well as the ability to develop and maintain good working relationships with a variety of internal and external contacts. Proficiency in use of computers, effective communication orally and in writing, and the ability to select, train, and supervise the work of subordinate staff is necessary.

In order to be considered for this position, candidates must have a valid and current 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. **Applications without the attached driver’s abstract will be deemed incomplete and will not be considered. Please have this document ready to upload when you apply.**

A competitive salary commensurate with experience and an excellent benefit package is available with this Exempt position.

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 Friday, March 22, 2019.**

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