



School District 43 Coquitlam Job Posting

Manager of Facility Improvements

The Coquitlam School District invites applications for the position of Manager of Facility Improvements. 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 32,000 students with approximately 4,300 teaching, administrative, managerial and support staff.

This position manages the district's Annual Facility Grant funds, minor capital projects, renovation projects and portable moves. 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 Facility Improvements supports the Maintenance Departments 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.

This position also works closely with the Executive Director – Facilities and Planning Services as well as other excluded positions.

Specific responsibilities include:

- Manages assigned projects from start to completion ensuring legislative and contract compliance for satisfactory project completion.
- Ensures satisfactory project completion within the authorized budget.
- Maintains financial records of ongoing projects and budgets.
- In cooperation with consultants and the Purchasing Department, tenders AFG and other projects and manages contracts for service and project work.
- Carries out field review of progress to ensure general conformance with the contract documents and prepares progress reports.
- Ensures satisfactory contractor performance; directs the change order process.
- Supervises maintenance staff. Monitors and assigns work. In consultation with Human resources, administers the collective agreement in relation to staff, including hiring authority, disciplines as appropriate, authorizes overtime, leaves and similar requests; represents management as required in the grievance process.
- Participates and assists in the development and implementation of long and short term planning for the Maintenance department.
- Assists in the development and implementation of the strategic goals of the Maintenance and Facilities Departments while adhering to Ministry guidelines, district policies and administrative procedures.
- Analyses the district's maintenance plan and supports the Executive Director of Maintenance Operations to address the district's annual priorities.
- Works with the Energy Manager and Energy Specialist to monitor energy use of district facilities and works towards implementing strategies to reduce energy consumption.
- Liaises directly with the District Leadership Team with respect to school concerns regarding projects, repairs, and sensitive issues such as asbestos management.
- Liaises with Maintenance staff from other school districts.
- Liaises with local municipal departments and inspection agencies to ensure all code compliance issues have been addressed.
- Liaises with Police Departments on security concerns and vandalism initiatives. Represents the school district on a variety of committees and associations.
- Liaises with the accounting department and is responsible for budget planning of AFG and other accounts.
- Responsible to support the district's Asbestos Management Program including training and awareness for all staff, update, inspection and management of inventory.
- Responsible to support the district's Confined Space Program.

Qualifications:

The ideal candidate will possess at least one of the minimum education requirements: Diploma in Building Technology or other relevant degree or 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. In addition, the successful candidate will have a minimum of three years' experience in facilities or project management including the direction of trades with a minimum of two years in an administrative/leadership role. Applicants will have familiarity with contract tendering and management and experience in budget planning and control.

Required Knowledge, Skills & Abilities:

- Extensive knowledge of the principles of facility management.
- Demonstrated ability to support the strategic planning function of the organization.
- Thorough knowledge of building systems, security systems and programs, HVAC control strategy, fire protection systems and programs and logistical and ancillary services and systems.
- Thorough knowledge of construction and maintenance trades, Provincial Building Code and municipal codes and bylaws.
- Demonstrated ability to organize the work of a department; plan, schedule, direct and evaluate the work of employees; direct and guide external consultants and contractors.
- Demonstrated ability to plan and manage budgets.
- Demonstrated ability to work in a unionized public sector environment.
- Demonstrated ability to manage a large annual budget.
- Considerable knowledge of building systems and energy management.
- Considerable knowledge and ability dealing with grievances and other Collective Agreement issues.
- Considerable knowledge in attendance management.
- Strong analytical skills and report writing capabilities.
- Well-developed conflict resolution skills.
- Ability to work within a Collective Agreement.
- Demonstrated ability in the use of computer software and technology.
- Excellent verbal communication skills, interpersonal skills and presentation 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 complete two criminal record checks.

Qualified applicants should submit their resume and cover letter outlining all relevant experience in confidence by email to **Brenda Niehaus, Manager of Human Resources** by email to bniehaus@sd43.bc.ca. **Applications must be received no later than Friday, February 22, 2019 @ 4:00 pm.**

The full job description can be found at www.sd43.bc.ca under the District Office tab, Job Opportunities and Excluded Staff/Administration.

We thank you for your interest in this position but regret that only those candidates selected for an interview will be contacted.

"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*."