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BOARD OF EDUCATION BURNABY SCHOOL DISTRICT 41

MANAGER, MAINTENANCE SERVICES - TRADES

Professional Exempt- On Site

The Burnaby School District is located on the traditional territories of the xʷməθkʷəy̓əm, Sḵwx̱wú7mesh, and səlilwətaɬ. Burnaby is at the geographical centre of Metro Vancouver. In 2021, Burnaby had a population of 249,125. The city is culturally diverse, with roughly 54% of residents having a primary language other than English or French.

We're the fourth largest school district in BC, operating 41 elementary and 8 secondary schools, as well as a range of District programs and Provincial Resource Programs. Over 27,000 students in Kindergarten through Grade 12 are enrolled. Our District employs more than 4,600 dedicated employees who are committed to providing all students with a wide variety of innovative, high-quality programs to ensure student achievement in areas that include academics, athletics, trades training, visual and performing arts, social responsibility, and leadership. In addition, our staff support the successful operation of our school facilities. Our District also provides lifelong learning opportunities to more than 6,000 adult learners through the Burnaby Community & Continuing Education program.

Position Description:

Reporting to the Assistant Director of Facilities, the Manager of Maintenance Services – Trades functions as part of the Facilities Office. The Manager is responsible for the general operations of the maintenance services centre and works collaboratively with staff to achieve, promote, and coordinate maintenance services throughout the District. They primarily manage the Trades staff that perform carpentry; painting and grounds. They also develop, coordinate and execute projects that result in safety upgrades, and manage an annual budget.

Position Responsibilities:

- Directs Foremen and staff in the delivery of all trades work performed in the District and determines and prioritizes annual work schedule including capital projects.
- Conducts inspections of sites to address any maintenance and operational issues.
- Responsible for all fleet vehicles including the ongoing maintenance, and inspection to ensure safety of staff.
- Responsible for District snow plan including snow clearing and winter weather response.
- Responsible for the District's insurance claims including documentation and reporting to stakeholders (ICBC, claim adjustors, School Protection Plan).
- Liaises with District staff, parent groups and contractors on projects such as playground installations and upgrades, all weather fields, greening projects, parking lot upgrades and other grounds projects.
- Liaises with the RCMP for specific incident reporting and investigations due to vandalism, theft and other incidents that occur at District facilities.
- Maintains contact with managers and administrators to ensure the effectively delivery of services.

•Responsible for the recruitment, training, work assignment, performance management, attendance management, coaching and initiating corrective action where necessary.
•Develops key performance measures and metrics.
•Responds to school facility emergencies or safety related issues.
•Liaise with Human Resources to ensure consistent interpretation of the collective agreement and Health & Safety to ensure compliance with WorksafeBC regulations.
•Conducts workplace investigations (e.g. bullying and harassment) in collaboration with Human Resources.
•Perform duties as assigned.

Qualifications:

- Completion of post-secondary Certificate in Facilities Management, Building Technology, Construction Management or Business Administration or related field or demonstrated combination of education and experience.
- Trades Qualified or Technical Designation required.
- 5 – 7 years' direct experience in a related field.
- Comprehensive knowledge of the BC Building Code; maintenance management of vehicles and equipment; operation and safety of vehicles and equipment.
- Extensive knowledge of project management principles and methodologies; capital projects; contract management, budget development, business case development, financial controls and analysis.
- Ability to lead, facilitate and gain consensus with various stakeholders and teams.
- Ability to deal with conflict to resolve problems.
- Excellent communication skills, including good presentation and report writing skills
- Strong organizational and time management skills
- Thorough knowledge of CMMS and comprehensive skills in Microsoft Excel, Word and PowerPoint
- A valid BC driver's license and vehicle

The Burnaby School District values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive, and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.

How to apply:

1. Register on Make a Future: http://www.makeafuture.ca
2. Create a profile
3. Click on Job Postings then click Search
4. Select the Job you are qualified for
5. Upload ALL supporting documents
6. You will receive a confirmation email once your application has been submitted

Timelines:

- Please submit your full application **no later than 4:00pm on November 6, 2026**

What we offer:

We have exceptional talent in our District and pride ourselves on being an engaging, collaborative, and supportive employer, as well as a progressive leader in education. We offer and welcome employees to take the opportunity to develop their careers within our District. There are many opportunities for those employees that possess the qualifications and capability to access positions of advancement. Employees are supported throughout their careers to engage in professional development opportunities by encouraging learning on assigned professional development days, providing professional development workshops, and providing the opportunity for reimbursement of external professional development.

The Manager of Maintenance Services – Trades compensation is determined by BC Public Service Employer Association. The salary for this position is $107,926 - $134,908 along with a comprehensive benefits package including pension. Further details will be discussed at the time of hire. Successful applicants will be required to consent to a Criminal Record Search prior to employment. Only those persons selected for interviews will be contacted.

The Burnaby School District is committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants' (including but not limited to people with disabilities). Confidential accommodations are available on request by contacting Sarah Ash in Human Resources. Any questions during the recruitment and hiring process should be directed to Sarah Ash in Human Resources, by email at sarah.ash@burnabyschools.ca

Thank you for your interest in the Burnaby School District!