



School District No. 35 (Langley)

Assistant Director – Facilities, Transportation, and Capital Projects (Exempt)

Continuing, Full-Time Position

School District No. 35 (Langley) is seeking an Assistant Director – Facilities, Transportation, and Capital Projects (Exempt).

Reporting to the Director – Facilities, Transportation, and Capital Projects, the Assistant Director, Facilities, Transportation, and Capital Projects is responsible for defined tasks in day-to-day operations and participating in capital planning. Within this capacity, the incumbent liaises regularly with consultants, contractors, municipal staff, regulating authorities, and internal stakeholders. A fundamental aspect of this role is managing a team of Maintenance Trades Managers who oversee the departments of all Trades, Custodial, and Security, as well as the Manager – Transportation and Grounds, who oversees Bus Drivers, Route Drivers, and the Grounds Department. The incumbent will assume the duties and address issues for the Director – Facilities, Transportation, and Capital Projects during absences.

RESPONSIBILITIES

The Assistant Director – Facilities, Transportation, and Capital Projects assists and supports the Director – Facilities, Transportation, and Capital Projects in functions as pertaining to Capital, Maintenance, and Safety & Risk Management as follows:

Maintenance: Facilities, Transportation and Grounds

- Supports the reporting managers in the day-to-day maintenance and repairs of District facilities, various Transportation and Grounds issues as needed (e.g.: after-hours field trips) and assists during their absences.
- Plans and manages a comprehensive maintenance program governing the structural and operating maintenance and repair of buildings, equipment, and property.
- Develops and implements a local facility conditions audit program.
- Oversees updates and revisions to: the Ministry's Verified Facility Assessment (VFA); the *Facilities Manual*; and District building floor plans.
- Tracks the usage of District space.
- Leads the Maintenance Department on District project initiatives.
- Manages the installation of portable buildings.
- Co-ordinates and is the key contact for the District Leadership Team (DLT) for inclement weather response (e.g.: snow removal, storms, power outages, etc.).
- Coordinates coverage and approves Managers' leaves.

Capital

- Assists with the development of the 5-year capital plan and associated feasibility studies.
- Manages the plan room and project manuals resulting from the capital projects.
- Prepares, evaluates, and awards tenders and quotations for contract work.
- Manages the Annual Facilities Grant.

Safety and Risk Management

- Works with the District Health and Safety Manager to lead Health and Safety for Maintenance.
- Is the key contact for WorkSafe site inspections.
- Conducts and participates in risk assessments and inspections.
- Monitors and evaluates work to ensure compliance with WorkSafe, Administrative Procedures, and Policy.

Within this context, performs other duties and responsibilities as assigned.

QUALIFICATIONS

- Degree, diploma and/or professional designation in a related field. Five (5) to seven (7) years' recent, related progressive supervisory and management experience in a large, complex unionized environment. Evidence of ongoing professional and leadership development.
- Strong organizational skills with the ability to work under pressure and manage competing priorities.
- Ability to communicate effectively, verbally and in writing.
- Strong leadership skills with the ability to delegate, motivate, and manage employees in a complex unionized environment.
- Strong background in Occupational Health and Safety (OH&S) and WorkSafe regulation.
- Ability to establish and maintain constructive relationships with a wide variety of stakeholders.
- Proven judgement, problem-solving, and decision-making capabilities.
- Influencing, negotiation, and conflict resolution skills.
- Self-motivated with the willingness and ability to take independent action and accountability.
- Thorough knowledge of building technology, materials, and methods for architectural, mechanical, electrical, and structural disciplines.
- Thorough knowledge of relevant regulations, legislation, codes, and bylaws.
- Valid BC Driver's License.

We offer a competitive salary including a comprehensive benefits package. Qualified individuals may apply online through the Make A Future website by [clicking here](#). This posting closes on Monday, October 18, 2021, at 4:00 p.m.

The District appreciates the interest of all applicants, however, only those shortlisted will be contacted.

Successful applicants will be subject to a criminal record check.