

Manager, Maintenance Services (Mechanical/Electrical)

To engage and empower a caring, inclusive community of learners for the opportunities of today and tomorrow.

Burnaby is on Coast Salish territory in the traditional and ancestral lands of the h̓h̓q̓m̓i̓n̓ə̓m̓ and skw̓x̓w̓ú7 mesh speaking people. Burnaby is 90.61 square kilometres and is located at the geographical centre of Metro Vancouver.

The Burnaby School District is the fourth largest in BC. The District operates 41 elementary and eight secondary schools, including a range of district programs and Provincial Resource Programs. The District enrolls 25,000 K-12 students and employs 4,000 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. Of note, with 50% of Burnaby's population born outside of Canada and more than 100 languages spoken by its students, it is one of the most culturally diverse school districts in Canada. The District also provides lifelong learning opportunities to more than 6,000 adult learners through our established Burnaby Community & Continuing Education program.

Reporting to the Director of Facilities, the Manager of Maintenance Services (Mechanical/Electrical) functions as part of the Facilities Office. The Manager is responsible for the mechanical/electrical operations of the maintenance services centre and works collaboratively with staff to achieve, promote, and coordinate mechanical/electrical maintenance services throughout the District. They manage the plumbing, electrical, machinist, and HVAC trades staff, develop, coordinate and execute projects that result in safety upgrades, and manage an annual budget.

In considering what makes Burnaby an exceptional school district, it begins with a steadfast commitment to learning and inspiring excellence. There is a commitment to core values such as: Students Come First; the Power of Diversity; Equity, Access, Inclusion; Collaboration and Partnership; Curiosity, Innovation, Discovery; and Excellence, Success, and Improvement.

The Manager of Maintenance Services will:

- Leads Foremen and staff in the delivery of plumbing, electrical, machinist, and HVAC trades work performed in the District and determines and prioritizes annual work schedule including capital projects;
- Oversees contracted installers of fire alarm, security system, video surveillance, and data networks;
- Conducts inspections of sites to address any maintenance and operational issues.
- Liaises with District staff, school administration, and contractors to ensure the effective delivery of maintenance services and projects;
- 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 and safety related issues;
- Liaises 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; and
- Performs duties as assigned.

The ideal candidate will have:

- Completion of post-secondary Certificate in Engineering, Facilities 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, CEC, ASHRAE, CSA, and NFPA standards;
- Knowledge of energy conservation programs relevant to K-12 facilities;
- 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; and
- A valid BC driver's license and vehicle.

This position is an **Exempt, Regular, Full-time** opportunity within the Burnaby School District. The successful applicant will be offered a competitive salary and benefits package.

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.

Interested and qualified applicants should apply with their cover letter, a resume with supporting documentation, and a minimum of three 3 current reference, by **March 25, 2022 (4:00 p.m.)** to <https://bit.ly/3uib5R9>.

Successful applicants will be required to consent to a Criminal Record Search prior to employment. Only those persons selected for interviews will be contacted.