

Facilities Management Coordinator

DEPARTMENT:	Engineering	STATUS:	Regular Full-Time
NO. OF POSITIONS:	One	UNION:	EXEMPT
HOURS OF WORK:	37.5 hours per week*	SALARY:	\$86,500 to \$95,000 annually, plus benefits

Reporting to the Manager, Civic Buildings and Properties, the Facilities Management Coordinator is responsible for the maintenance of several key municipal buildings and has an opportunity to play an important role in helping the City achieve its Bold Step target of becoming a carbon-neutral corporation. The Coordinator will manage energy use and building controls in civic facilities and implement energy-saving projects, with an eye to reducing and eliminating GHG emissions in our existing building portfolio. This person will lead a team of dedicated janitorial and building maintenance staff in the care of our public facilities, providing excellent customer service to the staff and citizens who depend on these buildings for their livelihood, safety, shelter and access to public services. Some of the key facilities on this list include City Hall, the Public Library, the Police Services Building, and all three Fire Halls. The successful incumbent will be well versed in the planning, scheduling and coordinating for the provision of building and equipment maintenance; inspection, maintenance and repair of heating, ventilation and air conditioning systems; preparation of operating budget estimates; monitoring the work of contractors; analyzing maintenance reports and consultant studies to determine life-cycle expectations; making recommendations for upgrade or repair; arranging for and reviewing technical reports and drawings; and conducting facility condition assessments to ensure conformance to various codes such as building, mechanical, electrical and fire. It is a challenging but impactful role that requires both long-term, big-picture thinking and the ability to react quickly to urgent building repair needs. If this resonates with you, please apply.

Requirements include:

- A diploma in mechanical or a related engineering technology program, project management and/or facilities management, plus a minimum of 5 years of related experience in a supervisory role. An equivalent combination of education and experience as acceptable to the employer may be considered.
- Demonstrated ability to plan, supervise and review the work of supervisors and building services staff and the ability to manage employee performance and attendance.
- Demonstrated experience in team building and creating a high functioning team.
- Ability to establish and maintain effective working relationships with internal and external contacts and to demonstrate exceptional customer service skills.
- Excellent communication skills, both written and oral.
- Thorough working knowledge of the functions and operations of heating, air conditioning and ventilating equipment and related control systems, with the ability to problem solve mechanical issues associated with these systems.
- Thorough knowledge of the principles, practices, methods, materials, tools and equipment used in building support services, including maintenance, repair and janitorial work.
- Sound knowledge of plumbing and electrical systems and general building structures and components.
- Knowledge of energy efficient technologies and program development.
- Skill in developing scope of work for various projects, tendering documents, award recommendations and contract administration.
- Ability to determine priority for the replacement, repairs, and upgrades based on system conditions and functional needs.
- Ability to research and determine manufacturers and industry standard maintenance protocols for facility components and systems such as roofs, HVAC systems, electrical systems and painting.
- Ability to complete accurate cost estimates related to building maintenance projects.
- Ability to develop renewal and replacement programs within defined budgets and timelines.
- Ability to diagnose causes of equipment breakdown and identify potential problems.
- Valid Driver's License for the Province of British Columbia.

**This position participates in a compressed work week program, which offers working an extra half hour per day, in order to accumulate time for a paid day off.*

Apply by sending your resume quoting **competition #20-79 by November 13, 2020** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca

We thank all applicants in advance; however, only those selected for an interview will be contacted.

The City of New Westminster is committed to employment equity.

We welcome diversity and encourage applications from all qualified individuals.