



# SENIOR MANAGER, FACILITIES MAINTENANCE AND TECHNICAL SERVICES

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





## THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit [www.sd42.ca](http://www.sd42.ca).

## THE OPPORTUNITY SENIOR MANAGER, FACILITIES MAINTENANCE AND TECHNICAL SERVICES

The Senior Manager, Facilities Maintenance and Technical Services, reports to the Director of Facilities and oversees maintenance operations, technical services, and minor capital projects while driving innovation, efficiency, and sustainability across the school district. This role involves planning, tendering, and supervising construction projects, as well as assisting in the execution of the District's comprehensive strategic and annual facilities plans. Operating in a dynamic, fast-paced environment, the Senior Manager ensures efficient and reliable departmental operations while contributing to long-term facility strategy and development.

This role requires the ability to lead multiple departments, communicate maintenance strategies to senior management and external stakeholders, and step in for the Director of Facilities when needed, demonstrating strong leadership and decision-making abilities.

### **RESPONSIBILITIES**

#### **Operations and Maintenance**

1. Participates and assists in the development and implementation of long- and short-term plans.
2. Oversees the maintenance and technical services activities to ensure safe, effective, and cost-efficient operations.
3. Supervises managers, supervisors, and staff, including orientation, training, coaching, and performance and attendance management. Participates in and represents the employer in labour and employee relations issues such as applying corrective action measures including terminations, and participates in grievance proceedings. Understands and applies the appropriate collective agreement provisions when working with staff.
4. Develops, implements and administers the annual facilities grant in collaboration with school administrators, facilities and maintenance staff, and senior management.
5. Contributes to strategic planning to address District growth and develop options.

6. Analyzes maintenance needs, develops priorities, and presents them to stakeholders such as the Board of Education and government agencies, the public and other stakeholders.
7. Modernizes internal systems, procedures and policies for the department.
8. Oversees the energy, environmental, and sustainability initiatives for the District.
9. Ensures adherence to all school district policies and procedures and all other applicable governmental legislation and codes (building codes, electrical codes, plumbing codes, fire codes, etc.) in a most effective and efficient manner. Responds effectively to maintenance requests and safety related items. Monitors and ensures Occupational Health and Safety compliance and that regulations and directives are followed for Maintenance.
10. Participates in the establishment and control of each department's operating and annual facilities grant budgets, cost accounting and forecasts. Regularly review and analyze applicable budgets versus actual expenditures. Initiate corrective action where required, to ensure operating and minor capital costs remain with approved budget limits. Preparation, co-ordination, presentation, and substantiation of annual operating budget for the Departments.
11. Manages contract and legal dispute processes as required. Provides dispute and claims resolution advice for senior management on legal claims issues. Resolves contractual issues up to designated level. Recommends and carries out contract termination in cases of unsatisfactory performance.
12. Liaises with Risk Management Branch of the Ministry of Education and Child Care and implements actions to reduce the District's exposure of liability, potential injury, and damage to property. Oversees insurance claims and restoration work.
13. Maintains confidentiality in all matters pertaining to the District and its operation.
14. Coordinates and is the key contact for inclement weather response (e.g., snow, storms, power outages, etc.).

### **Project Management**

1. Oversees Minor Capital and Annual Facilities Grant (AFG) projects, liaising with architects, contractors, and other stakeholders.
2. Manages contract documentation and administers contracts including correspondence, plans and specifications, approval documentation, notices of changes, change orders, contractual notices and invoices.
3. Obtains all required permits/approvals, develops, and solicits required tenders, develops procurement documents, reviews and compares bids from contractors, and awards contracts.
4. Leads initiatives for school enhancements, portable installations, and other District projects.
5. Works closely with the Cities of Maple Ridge and Pitt Meadows to meet regulatory and permit requirements.

### **Facilities Planning**

1. Assists the Director in the development, implementation and administration of the long-range strategic facilities plan, the 5-year capital plan and the annual facilities grant in collaboration with school administrators, facilities and maintenance staff, and senior management.
2. Develops preventative maintenance programs to optimize the life cycle of equipment and facilities.
3. Contributes to strategic planning to address District growth and develop options.

### **Other**

1. Required to be on-call for emergencies.
2. Provides oversight of the overall fleet (e.g., vans & trucks), including grounds equipment (e.g., dump truck, mowers, tractors).
3. Supervise staff and manage various operational tasks as needed.

## **REPORTING RELATIONSHIPS**

Reports to: Director of Facilities

Direct Reports:

- Manager, Maintenance (~30 indirect reports)
- Manager, Energy and Environmental Sustainability
- Maintenance Coordinator

Key Relationships:

- Manager, Operations
- Manager, Facilities Planning and Capital Projects
- Manager, Health, Safety and Wellness

## **QUALIFICATIONS**

- Evidence of ongoing leadership development and leadership experience with the ability to motivate and develop a team and foster a respectful work environment.
- Completion of a degree in Engineering or other related training in a related field from an accredited institution. Mechanical Engineering is an asset.
- Seven (7) years' experience in facilities maintenance, five (5) years' project management experience and at least five (5) years' in a leadership role including supervisory responsibilities.
- Thorough knowledge of architectural, mechanical, electrical and structural disciplines and security systems, HVAC/DDC controls, logistical and ancillary services.
- Project management experience and certification (PMP preferred), along with budget development, financial analysis, and contract management expertise.
- Knowledge of the BC Building Code, construction law and public tendering practices.

## **Skills and Abilities**

- Demonstrated ability to work effectively in a team environment and proactively problem solve and experienced in conflict resolution.
- Excellent interpersonal, communication, and presentation skills, along with strong report writing capabilities.
- Experience with financial analyses, budget preparation and budget management.
- Proven ability to seek innovative solutions to problems and exercise independent judgment and action in performance of all duties.
- Ability to organize, prioritize multiple demands and make cost-effective decisions in a time-critical environment.
- Thorough knowledge of MS Office (Excel, PowerPoint, Word) and related project management software.
- Holds a valid BC driver's license with personal vehicle available for business use.

## **COMPENSATION**

The salary range for this position is \$138,936 to \$154,373 plus an excellent comprehensive benefits package.

## **TO APPLY**

To apply, please send your cover letter and resume to [applicants@sd42.ca](mailto:applicants@sd42.ca), this posting will remain open until February 7, 2025. The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.