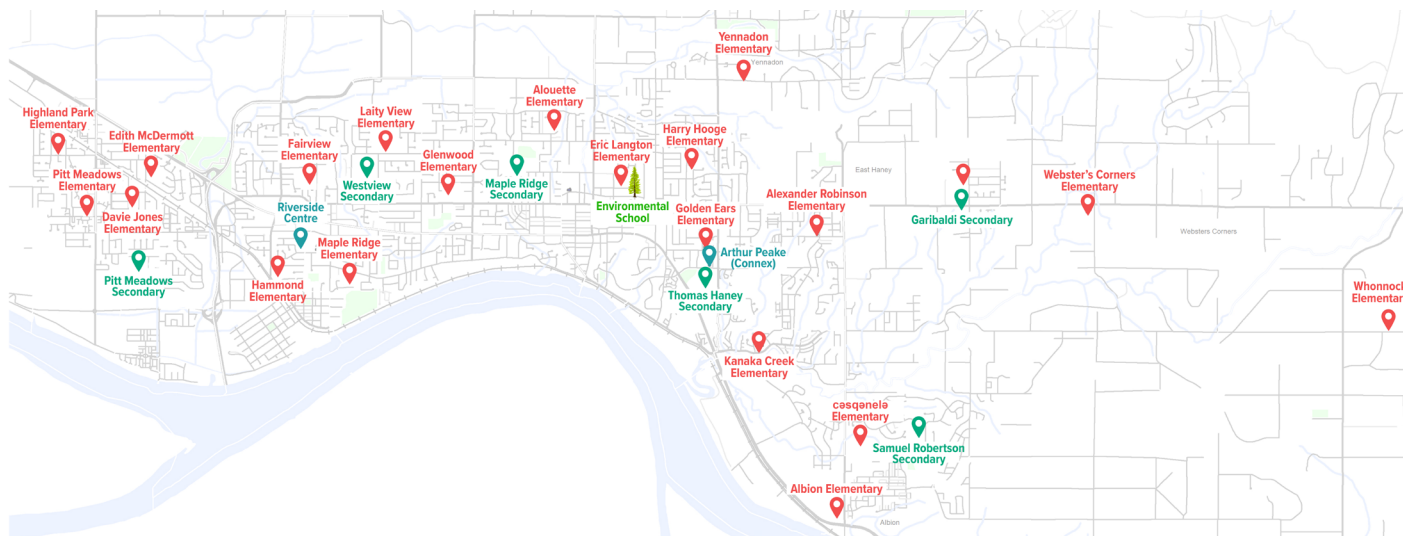




# MAINTENANCE MANAGER

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 **MAINTENANCE MANAGER**

Reporting to the Director of Facilities, the Maintenance Manager is responsible for the planning, design, tendering, construction supervision, commissioning, and warranty of assigned facilities maintenance/enhancement projects and the direction of maintenance staff to ensure appropriate preventative maintenance measures are developed and implemented to maximize building and equipment life. The Manager assists the Director, Facilities with the development, implementation and administration of the annual facilities maintenance/enhancement plan.

### RESPONSIBILITIES

1. Develops and manages appropriate facilities maintenance and repair programs for all buildings in the school district.
2. Supervises and directs the work of unionized staff in the Maintenance Department and oversees the day-to-day human resources functions of the staff such as hiring, conducting performance evaluations, approving vacation/leaves/overtime requests and participating and representing the school district in labour and employee relations issues such as attendance management, disciplinary proceedings, grievances, terminations. Understands and applies the appropriate collective agreement provisions when working with staff and the Union.
3. Inspects District buildings regularly and maintains frequent liaison with school administrative officers specific to schools in their care.
4. Provide orientation and training to maintenance personnel to minimize accidents and injuries in accordance with Worksafe BC practices.
5. Oversees and develops safe work procedures and the general safety of the department.
6. Develops, maintains and implements preventive maintenance programs appropriate to school district goals and objectives.

7. Maintains an adequate inventory of materials, parts and supplies necessary for the continued effective functioning of buildings and equipment.
8. Organizes and supervises maintenance contracts and construction project contracts as required.
9. Assists the Director of Facilities as required in the “start-up” of new schools.
10. Obtains competitive bids and evaluates, awards and supervises construction for outside contracted work in conformity with the school district’s standards, policies and applicable legislation.
11. Prepared cost estimates for projects, purchases and expedites materials and equipment.
12. Assists in CUPE collective agreement negotiations and participates as a department representative at the negotiating table regarding maintenance matters.
13. Assists maintenance staff in continuing upgrading and training to maintain high performance standards; develops standard practices in written form.
14. Responsible and accountable for the development and implementation of maintenance budgets.
15. Works with the Director of Facilities and other managers on developing operating and building standards.
16. Oversees the maintenance and monitoring of the Security Systems for the District.
17. May be required to assume the duties of a fellow Manager or Director to cover for short-term absences or vacation.
18. Required to be on-call or emergencies.
19. Performs other related duties as required.

## **QUALIFICATIONS**

1. Completion of a degree in Engineering, Facilities Management, or other professional training in a related field from an accredited institution.
2. 5 years’ direct experience in facilities planning with at least 3 years in a leadership role including supervisory responsibilities.
3. Demonstrated experience with and knowledge of project management principles and methodologies; capital projects; contract management and negotiations, budget development, business case development, financial controls and analysis and preventative maintenance.
4. Comprehensive knowledge of the BC Building Code.
5. Current knowledge of construction contract law, public tendering practices, and insurance claim management procedures.
6. Thorough knowledge of current building technology for architectural, mechanical, electrical and structural disciplines. Thorough knowledge of materials and methods used in building construction.
7. Considerable knowledge of contracting practices, sub-trade management and CPM project scheduling.

## **SKILLS AND ABILITIES**

1. Demonstrated ability to work effectively in a team environment and proactively problem solve.
2. Proven ability to supervise, discipline and evaluate the work of a unionized staff and deal with any grievances which may arise.

3. Proven ability to work in a team setting, recognizing individual strengths and skills and utilizing such skills to the benefit of the department as a whole.
4. Superior interpersonal and communication skills, including presentation and report writing skills.
5. Strong negotiation skills and the ability to negotiate with consultants and contractors and to resolve conflicts between parties involved in construction project implementation.
6. Ability to organize, prioritize multiple demands and effectively manage time in a dynamic environment.
7. Ability to make timely, cost-effective decisions in a time-critical environment.
8. Proven ability to seek innovative solutions to problems and exercise independent judgment and action in performance of all duties.
9. Thorough knowledge of MS Office and related project management software.
10. A valid BC driver's license and business use of personal vehicle.

### **COMPENSATION**

The salary range for this position is \$118,902-132,114 plus an excellent 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 filled.