



MANAGER, FACILITIES PLANNING AND CAPITAL PROJECTS

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.

THE OPPORTUNITY MANAGER, FACILITIES PLANNING AND CAPITAL PROJECTS

Reporting to the Director of Facilities, the Manager, Facilities Planning & Capital Projects is responsible for planning, designing, tendering, construction supervision, commissioning and warranty of assigned facilities maintenance/enhancement and capital construction projects. The Manager assists the Director of Facilities with the development, implementation and administration of the District's comprehensive strategic facilities plan and the annual facilities maintenance/enhancement plan.

RESPONSIBILITIES

Facilities Planning

1. Develops, implements and administers the long-range strategic facilities plan, the 5-year capital plan, and an annual facilities maintenance/ enhancement plan in collaboration with the Director of Facilities, school administrators, facilities and maintenance staff, and senior management.
2. Prepares the capital plan and project progress documentation for submission to the Ministry of Education and Child Care, and ensures that ministry facilities planning regulations are observed. Prepares project cost estimates, project schedules and project progress reports.
3. Develops and maintains long term student enrolment projections for facilities planning purposes, working closely with the cities of Maple Ridge and Pitt Meadows to understand development plans and their impact on school enrolment.
4. Liaises with the Ministry of Education and Child Care to ensure accurate reporting and updating of District enrolment and capital priorities.
5. Contributes to overall strategic planning to develop options to address District growth. Makes presentations to the Board, stakeholders and the public.
6. Maintains the District portable inventory, and coordinates relocations and additions.
7. Modernizes internal processes and systems for effective data gathering, tracking and reporting.

Project Management

1. Manages assigned projects from start to completion ensuring legislative and contract compliance for satisfactory project completion. Ensures project completion is on time and within the authorized budget.
2. Obtains all required permits/approvals, develops and solicits required tenders, develops RFPs, reviews and compares bids from contractors, and awards contracts.
3. Manages production of contract documentation and administers contracts including correspondence, plans and specifications, approval documentation, notices of changes, change orders, contractual notices and invoices.
4. Liaises with architects, consultants, contractors, municipal authorities and school administrators to ensure that the interest and needs of the District are reflected in the final project.
5. Carries out regular site visits to survey the project progress and ensure general conformance with the contract documents and prepares progress reports. Monitors and evaluates contractor performance. Directs the change order process.
6. Ensures financial records are maintained and align with contractor estimates of ongoing projects by reviewing and approving invoices, preparing and maintaining detailed project cost reports showing commitments, expenditures and available or received funding. Prepares design aid sheets for existing buildings and proposed projects.
7. Responsible for coordinating the District's seismic mitigation program. Responsible for implementing and managing the District's Building Envelope program including working with the Schools Protection Program and legal counsel in litigation matters.
8. 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.
9. Prepares and monitors budgets and ensures that all required purchase orders and invoices are properly authorized and processed in a timely fashion. Develops, implements and provides ongoing support of a comprehensive cost-tracking and reporting system for capital projects. Prepares monthly status reports.

Other

1. Required to be on-call for emergencies.
2. Supervises staff and performs other duties as required.

Reporting Relationships

Reports to:	Director of Facilities
Key Relationships:	Manager, Operations
	Manager, Maintenance
	Manager, Energy and Environmental Sustainability

QUALIFICATIONS

1. Completion of a degree in Engineering, Facilities Management, or other professional training in a related field from an accredited institution. Mechanical Engineering and certification as a project management professional (PMP) are assets.
2. Five (5) years' capital project management experience with three (3) years' experience in facilities planning and at least three (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 is an asset.

4. Thorough knowledge of the BC Building Code, as well as of construction contract law, public tendering practices, and insurance procedures.
5. Thorough knowledge of current building technology for architectural, mechanical, electrical and structural disciplines. Demonstrated experience with mechanical building systems and construction methods. Thorough knowledge of materials and methods used in building construction.
6. Considerable knowledge of contracting practices, sub-trade management and CPM project scheduling.
7. Demonstrated ability to work effectively in a team environment and proactively problem solve.
8. Superior interpersonal and communication skills, including presentation and report writing skills.
9. Strong negotiation skills and the ability to negotiate with consultants and contractors and to resolve conflicts between parties involved in construction project implementation.
10. Experience with financial analyses, budget preparation and budget management.
11. Proven ability to seek innovative solutions to problems, exercise good judgment to make timely, cost-effective decisions in a time-critical environment.
12. Ability to organize, prioritize multiple demands and effectively manage time in a dynamic environment.
13. Thorough knowledge of MS Office, Power BI and related project management software.
14. 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 comprehensive benefits package.

TO APPLY

To apply, please send your cover letter and resume to applicants@sd42.ca, this posting will remain open until filled.