



School District No. 35 (Langley)

Assistant Director – Facilities/Operations (Exempt)

Continuing, Full-Time Position

School District No. 35 (Langley) is seeking an Assistant Director – Facilities/Operations (Exempt).

Reporting to the Director – Facilities, Transportation, and Capital Projects, the Assistant Director, Facilities/Operations is responsible for the day-to-day operations of all School District facilities. This role will maximize your superior team building and collaborative leadership skills, which continually focus on achieving engagement of both exempt and unionized staff. Your team will consist of Maintenance Trades Managers who oversee the departments of all Trades, Custodial, Transportation and Grounds. Within this capacity, the incumbent liaises regularly with consultants, contractors, municipal staff, regulating authorities, and internal stakeholders. The incumbent will assume the duties and address issues for the Director – Facilities, Transportation, and Capital Projects during absences.

RESPONSIBILITIES

The Assistant Director – Facilities/Operations will be highly visible at the school level in order to assist and support the Director – Facilities, Transportation, and Capital Projects in functions as pertaining to Maintenance and Transportation and Health and Safety Management as follows:

Maintenance: Facilities, Transportation and Grounds

- Builds on the cohesiveness and unification of the manager team and the unionized staff.
- Supports Managers to address the day-to-day maintenance and repairs of District facilities, various Transportation and Grounds issues as needed (e.g.: after-hours field trips) and assists during their absences.
- Lead the Maintenance Department on District project initiatives such as portable installation.
- Plans and manages a comprehensive maintenance program governing the structural and operating maintenance and repair of buildings, equipment, and property.
- Develops and implements a local facility conditions audit program.
- Oversees updates and revisions to: the Ministry's Verified Facility Assessment (VFA); the District Facilities Manual; Asset inventory; and District building floor plans.
- Tracks the usage of District spaces.
- Builds strong working relationships with school administrators.
- Co-ordinates and is the key contact for the District Leadership Team (DLT) for inclement weather response (e.g.: snow removal, storms, power outages, etc.).
- Oversees SPP insurance claims and restoration work
- Lead Performance Management

Health and Safety Management

- Works with the District Health and Safety Manager to lead Health and Safety for Maintenance.
- Is the key contact for WorkSafe site inspections.
- Conducts and participates in risk assessments and inspections.
- Monitors and evaluates work to ensure compliance with WorkSafe, Administrative Procedures, and Policy.

Within this context, performs other duties and responsibilities as assigned.

QUALIFICATIONS

- Degree, diploma and/or professional designation in a related field. Five (5) to seven (7) years' recent, related progressive supervisory and management experience in a large, complex unionized environment. Evidence of ongoing professional and leadership development.
- Education in training/developing new Leaders and promoting Team building.
- Demonstrates a strong history of being able to engage, motivate, and manage employees in a complex unionized environment.
- Influencing, negotiation, and conflict resolution skills.
- Strong organizational skills with the ability to work under pressure and manage competing priorities.
- Strong background in Occupational Health and Safety (OH&S) and WorkSafe regulation.
- Self-motivated with the willingness and ability to take problem solve, take independent action and accountability.
- Thorough knowledge of building technology, materials, and methods for architectural, mechanical, electrical, and structural disciplines.
- Thorough knowledge of relevant regulations, legislation, codes, and bylaws.

Salary \$105,203-\$131,503

We offer a competitive salary including a comprehensive benefits package. Qualified individuals may apply online through the Make A Future website at <https://buff.ly/4euWp6U>. This posting closes on Friday, October 4, 2024, at 12:00 p.m.

The District appreciates the interest of all applicants, however, only those shortlisted will be contacted.

Successful applicants will be subject to a criminal record check.