

Manager, Facilities Operations



The Abbotsford School District is located on the traditional and unceded territory of the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.

Why Abbotsford?

Located under an hour from Vancouver, the Abbotsford School District is settled in the heart of the beautiful Fraser Valley and surrounded by spectacular mountain views.

Why the Abbotsford School District?

Every day, in every classroom and office at Abbotsford School District, our employees provide a world-class, innovative educational experience for over 19,000 students. We provide a workplace that fosters creativity, inspires excellence, and challenges everyone to embrace growth.

Working in public education is both challenging and rewarding, but at the Abbotsford School District we truly believe that every one of our employees has the opportunity to help children learn, grow, and succeed.

Position Summary

The Facilities Operations Manager, under the direction of and in consultation with the Director of Facilities and Transportation, will assist with the operations, capital and annual budget planning and will play a critical role ensuring the facilities operations budget, AFG budget, and major and minor capital budgets are set up, monitored, and expensed efficiently.

The Facilities Operations Manager will oversee and provide support to all facilities departments with establishing key budget processes, evolving methods, and procedures to improve efficiencies, establish best practices and standards for budgeting and with internal financial controls including oversight of data entry.

The Facilities Operations Manager will be responsible for the work order system including preventive maintenance scheduling and facilities office administration.

The Facilities Operations Manager will also be assigned human resources related duties such as: recruitment and selection, coaching, mentoring and discipline, and determining training requirements as well as share the responsibility of managing the district's security portfolio and emergency planning with the Facilities Management team.

Responsibilities

Under the general direction of and in consultation with the Director of Facilities and Transportation, the Manager of Facilities Operations is responsible for the following activities:

- Monitor, update, and analyze facilities work order system. Collaborating with all schools and facilities employees to streamline and improve the work order system to ensure work orders and chargeback reports are completed in a cost effective and efficient manner.
- Responsible for the daily office operations and administrative procedures at facilities including supervision of staff.
- Responsible for updating facilities website, contacts to schools and other stakeholders.
- Assist with facilities safety program and training. Oversee the maintenance of safety records, and the scheduling of training sessions.
- Annually assist with updating facility department policy regulations.
- Conduct waste audits to evaluate the ongoing success of the district's waste management practices. Recommend a plan to address any necessary improvements.
- Under the direction of and in consultation with the Director of Facilities and Transportation, work with the purchasing department if and when required to ensure that the facilities department's procurement practices are in alignment with the district's purchasing policies.
- Under the direction of and in consultation with the Director of Facilities and Transportation, create and present reports to various groups, senior management, and committees.
- Maintain detailed records, track usage, develop appropriate benchmarks, key performance indicators, and under the direction of and in consultation with the Director of Facilities and Transportation, assist in the preparation of annual budgets.
- Track costs for incidents such as fire/flood/extreme weather for reporting to school protection.
- Perform all related duties as may be assigned by the Director of Facilities and Transportation such as temporary managing of other manager's areas while they are absent.

Qualifications

The incumbent will have a professional designation or will have completed post-secondary studies in one of the areas of responsibility. In addition, the incumbent should have five years' direct experience, with knowledge and understanding of facilities operations and facilities and capital budgeting/office administration and have a minimum 3 years supervisory experience. The incumbent should have excellent computer skills and a class 5 driver's license. The incumbent must have:

- Successful completion of a supervisory or management skills credit course.
- A passion for strategic development, analyzing key data and business case analysis.
- Experience with office administration
- A proven ability to express ideas effectively both orally and in writing; experience in the preparation of formal reports, oral/written presentations, statistical analyses.
- Extensive knowledge of building computer systems/database systems
- Experience in strategic planning, developing goals, measureable objectives and actions to achieve goals.

- Strong understanding of educational change, adult learning, behavioral change and building system capacity.

The salary range for this management position is \$94,133-\$117,667 annually. This position is eligible to participate in our flexible benefit plan including, health & dental coverage and contributions to the Municipal Pension Plan.

This vacancy will remain open until filled. Please submit your application via the following method:

- Make a Future at the link here: <https://bit.ly/3Vxllhi>