

Maintenance Manager

Nanaimo Ladysmith Public Schools (NLPS)

Nanaimo Ladysmith Public Schools is seeking an experienced **Maintenance Manager** to lead the safe, efficient care of all district buildings and grounds. Reporting to the Assistant Director of Planning and Operations, this role plays a key part in ensuring that our schools are well-maintained, compliant with safety standards, and supported by effective preventive maintenance and project planning.

This position provides leadership to the Maintenance Department, oversees project work, and fosters a culture where safety is consistently prioritized in every aspect of operations.

Key Responsibilities

Safety & Compliance

- Develop, implement, and monitor safe work procedures for all maintenance activities.
- Ensure compliance with WorkSafeBC regulations, WHMIS, HAZMAT requirements, BC Building Code, and district safety standards.
- Provide training and orientation to staff to minimize injuries and strengthen safety awareness.
- Promote a culture of safety-first decision-making across the department.

Maintenance & Operations Management

- Oversee district-wide facilities and grounds maintenance programs, including preventive maintenance.
- Conduct regular building inspections and maintain strong communication with school administrators.
- Maintain appropriate inventories, equipment, tools, and materials to avoid service interruptions.
- Manage maintenance contracts, project tenders, commissioning, and warranty processes.

Project Planning & Delivery

- Plan, design, and supervise assigned maintenance and enhancement projects.
- Prepare cost estimates, evaluate bids, and ensure contractors meet district and legislative requirements.
- Collaborate closely with the Manager of Capital Implementation and other Facilities leaders.
- Support the development of annual maintenance and capital plans.

Financial Administration

- Develop and manage the maintenance budget, ensuring projects and operations meet timelines and cost targets.
- Manage staffing, scheduling, purchasing, and contract procurement in accordance with district policies.

Human Resource Leadership

- Lead unionized maintenance staff, including recruitment, performance management, attendance management, and training.
- Apply collective agreement provisions when working with staff and the union.
- Ensure accurate data flow to HR, Finance, and Payroll systems.

Qualifications

Education & Experience

- Minimum two-year technology diploma in Facilities Management, Civil/Structural/Architectural/Building/Mechanical Technologies, or equivalent.
- Eligible for registration with ASTTBC as a Technologist (or equivalent).
- Five (5) years' experience in facilities maintenance, including three (3) years in a supervisory role.
- Experience managing a unionized workforce.
- Demonstrated knowledge of project management, capital projects, contract administration, budgeting, and preventive maintenance programs.

Skills & Competencies

- In-depth knowledge of WorkSafeBC requirements, BC Building Code, and related safety standards.
- Strong leadership, interpersonal, and conflict-resolution skills.
- Ability to make timely decisions in a fast-paced environment.
- Excellent organizational skills with the ability to manage multiple priorities.
- Proficiency with MS Office and project management software.
- Valid BC Class 5 Driver's Licence and business use of personal vehicle.

Salary & Benefits

- This excluded position offers a competitive salary of **\$100,903-\$126,129 per annum**, supported by an **excellent benefit and pension plan**.

Work, Live & Play in Nanaimo!

Nanaimo Ladysmith Public Schools employs more than 2,250 professionals, all committed to the education of our nearly 16,000 students. Guided by our commitment to Justice, Equity, Diversity, and Inclusion (JEDI) principles and the Syeyutsus Reconciliation Framework for Truth and Reconciliation, our vision in Nanaimo Ladysmith Public Schools (NLPS) is to create an inclusive and equitable learning community where every individual thrives.

Nanaimo is centrally located on the east coast of Vancouver Island. We boast the best climate in Canada, are surrounded by some of the most beautiful wilderness in the world and enjoy excellent year-round recreational & cultural amenities. As a hub city, we have ready access to all of Vancouver Island, the Gulf Islands and the Lower Mainland.

How to apply

Please apply online on Make a Future at <https://buff.ly/OIhbqWk> by clicking on the Apply button next to the job details.

Applications should include a cover letter, a detailed personal résumé, contact information for three recent supervisory professional references and any other relevant supporting documentation.

Please note: Nanaimo Ladysmith Public Schools thanks all applicants for their interest in working with us, however, only those shortlisted for an interview will be contacted.