



Director, Facility Services

Job Code 4027263

School District 57

School District No. 57 (Prince George)

2100 Ferry Ave. Prince George, B.C. V2L 4R5 Phone: (250) 561-6800 www.sd57.bc.ca

DIRECTOR OF FACILITIES

DEPARTMENT: Facility Services

REPORTS TO: Secretary Treasurer

POSITION SUMMARY

Reporting to the Secretary Treasurer, the Director of Facilities is a member of the Senior Leadership Team. This position provides strategic leadership and operational oversight for all district facilities, including planning, design, construction, maintenance, and asset management.

The Director is responsible for both capital project delivery and day-to-day operations, including custodial services, grounds, fleet, procurement, and occupational health and safety. The role ensures that all facilities and infrastructure effectively support the District's vision, mission, values, and strategic priorities.

This position leads long-range facility planning, manages capital projects from concept through completion, and ensures efficient, safe, and sustainable operation of all district facilities. The Director works closely with internal and external partners, and government agencies, to deliver high-quality, compliant, and cost-effective services.

SPECIFIC DUTIES AND RESPONSIBILITIES

Capital Projects & Infrastructure

- Provides oversight and successful delivery of all capital projects, including planning, design, budgeting, construction, and reporting
- Leads internal and external partners through capital planning processes in alignment with provincial guidelines and district priorities
- Liaises with Ministries and funding bodies on capital approvals and reporting
- Ensures projects are delivered on schedule and within budget

Operations & Maintenance

- Oversees the safe, efficient, and effective operation and maintenance of all facilities, grounds, and infrastructure
- Manages custodial services, fleet operations, and asset management programs
- Develops and oversees replacement programs for fleet vehicles and equipment
- Ensures sustainability and energy efficiency initiatives are implemented where appropriate

Health, Safety & Compliance

- Provides leadership for the District's occupational health and safety program in collaboration with safety and human resources department personnel
- Ensures compliance with all applicable legislation, regulations, policies, and standards
- Participates in labour management and health and safety committees

Financial & Resource Management

- Develops and manages departmental operating and capital budgets
- Provides financial oversight for capital and operational expenditures
- Oversees procurement of goods, services, and equipment in accordance with public sector policies for the District
- Monitors contracts and service agreements with external providers

Relationships

- Maintains effective relationships with government agencies, municipalities, health authorities, and other school districts
- Liaises with consultants, contractors, and vendors
- Prepares reports and presentations for the Board and committees
- Supports shared use agreements and lease arrangements with external organizations
- Maintains respectful and collaborative relationships with the Senior Leadership Team, school leadership and school staff.

Leadership & Human Resources

- Provides leadership in a unionized environment, including participation in collective bargaining
- Develops departmental capacity through recruitment, supervision, training, and performance management
- Fosters a collaborative, respectful, and high-performing team culture

Planning

- Develop, maintain and update demographic and facilities data as it relates to present and projected facilities use, land use and enrollment
- Prepare annual reports on short and long-term enrollment projections, District and community trends and capacity utilization of schools
- Analyze, maintain, update and recommend any adjustments to operating capacity, catchment area boundaries and space utilization of schools
- Participates in district-wide strategic and operational planning processes
- Leads development of the District's Five-Year Capital Plan, Annual Facility Grant submissions, and other reports as required.
- Develops and monitors short, medium and long-range plans, policies, and procedures for facilities and operations
- Provides leadership to align departmental activities with the District's mission, vision, and key directions

QUALIFICATIONS

The successful candidate will possess:

- Degree or diploma in engineering, architecture, construction, facilities management, or equivalent
- Significant senior-level experience in facilities management and construction/project management, preferably in a unionized environment
- Experience working with school district, municipal, provincial, or public sector organizations
- Strong leadership, supervisory, and management skills
- Excellent oral and written communication skills
- Demonstrated strategic thinking and planning ability
- Strong financial and budget management expertise
- Recognized project management skills
- Knowledge of public sector procurement practices and property/lease management
- Experience with occupational health and safety programs
- Strong organizational, analytical, and problem-solving skills
- Ability to build effective relationships with internal and external stakeholders
- Professional designation or certification (e.g., PMP, LEED AP, Gold Seal, ASTTBC) is an asset
- Valid driver's license

The successful candidate will be required to complete a criminal record check.

School District 57 respects the beautiful unceded ancestral lands, culture and people of the Lheidli T'enneh, McLeod Lake Indian Band and Simpcw First Nation.

School District 57 serves a diverse population of learners across the communities of Prince George, Mackenzie, and the Robson Valley. We are committed to fostering inclusive, innovative, and culturally responsive learning environments that support student success and well-being. Our district values strong relationships with Indigenous communities and is actively engaged in Truth and Reconciliation.

Located in the heart of central British Columbia, School District 57 offers an exceptional lifestyle that blends urban convenience with stunning natural beauty. Whether you're drawn to the dynamic arts and culture scene in Prince George, the tranquil mountain vistas of Mackenzie, or the welcoming community spirit of the Robson Valley, our region provides a diverse and enriching environment for employees and their families.

Residents enjoy affordable housing, short commutes, and year-round outdoor recreation including hiking, boating, swimming, skiing, fishing, biking, and walking. The area also boasts access to post-secondary institutions, robust professional development opportunities, and a wide range of amenities, all within a supportive and inclusive community.

Our leaders exemplify excellence, actively upholding the Vision, Mission, and Values of School District 57, advancing the district's strategic priorities through their daily engagement with students, staff, and the school community.

Job Details

Job Code 4027263

Posting Date

May 05, 2026 11:38 AM EST/EDT

Closing Date

Ongoing

Number of Openings 1

Job Type

Full Time

Job Category

Management & Professionals

Job Open To

Management & Professionals

Salary

\$170,047.00 - \$188,941.00

School/Location

Facility Services

Employment Start Date

August 17, 2026

Mandatory Documents

Resume

Cover Letter

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