



JOB DESCRIPTION

TITLE: DIRECTOR, FACILITIES

DEPARTMENT: Facilities

Position Last Evaluated: N/A

Job Desc. Last Updated: N/A

GENERAL ACCOUNTABILITY

Reporting to the General Manager, Community Services, the Director is responsible for providing overall leadership to the Facilities Department. The Director will be responsible for civic facilities, planning and project management, asset management, energy management and custodial services.

This leadership position plays a significant role in overseeing and managing a workforce of unionized and exempt employees. The Director develops policies and bylaws in accordance with the City's strategic objectives and City and Provincial regulations, and provides advice to Council and senior staff. The Director is a member of the City's Senior Management team and participates in the overall planning, administration and management of the City.

NATURE AND SCOPE OF WORK

Through a team of managers, plans, organizes, directs, coordinates and controls all services and programs provided by the Facilities Department.

Champions a responsive, accessible and service-oriented department culture that supports respectful, timely and solution-focused service to other City departments, community groups, residents and stakeholders.

Supervises, mentors, and promotes the professional development of managers and staff, including motivating, setting expectations, and performance management.

Advises and guides managers and staff and assists with difficult labour relations, administrative, or technical issues.

NATURE AND SCOPE OF WORK cont.

Investigates and resolves issues where potential departmental conflicts may develop within the organization, with the public, staff, or external agencies.

Leads the department in alignment with Council priorities as established through strategic plans and other Council direction.

Prepares and monitors operating and capital budgets to meet current and future service levels, City policies and identified priorities.

Seeks out opportunities to maximize consultation, collaboration and/or partnerships with various agencies, businesses and organizations to achieve mutual goals and objectives.

Provides direction on, and oversees project management activities, including project scope, objectives, budget, deliverables, and quality measurements.

Reviews and evaluates work methods and equipment; promotes new and innovative technology, performance, quality of service, and working conditions, and institutes changes as required.

Works closely and collaboratively with the Director, Parks, Recreation and Culture and other City departments to establish facility maintenance levels, manage assets and oversee capital projects to respond to evolving community needs, service expectations and growth.

Attends meetings of Council, its committees, and related groups as required, makes observations, suggestions, and recommendations as appropriate, and provides advice, guidance, and direction on recreation and culture matters.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of building construction, methods, and costing, mechanical construction and maintenance practices, together with a good knowledge of the BC Building Code, Engineering Standards and Specifications and various trades.

Working knowledge of all facilities systems, including civil, structural, electrical, mechanical, HVAC, environmental, hydraulics, refrigeration, chlorination and filtration systems.

Good knowledge of quality control and inspection methods and procedures, and understanding of safety requirements and emergency procedures applicable to toxic hazardous materials.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Good knowledge of the statutes, bylaws, regulations and policies affecting civic facilities, planning and project management, asset management, energy management and custodial services.

Ability to build and maintain effective relationships with Council, staff, community organizations, other levels of government, businesses, and residents.

Strong leadership skills, leading with a high degree of integrity and accountability, and with the ability to influence, facilitate, negotiate, and build consensus.

Strong political awareness and sound judgment in the development of policy and service delivery.

Knowledge of reconciliation, equity, accessibility and inclusion principles and their application to civic facilities, municipal parks, recreation and culture, public engagement and community service delivery.

Ability to plan, organize, manage, and direct personnel engaged in diverse activities to maximize performance.

Excellent verbal and written communication skills including strong public presentation skills, and the ability to prepare clear and concise technical reports.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Degree in Engineering, Building Technology or related discipline from a recognized educational institution and a minimum of 8 years' of progressively responsible related experience, including significant experience in a senior management role in a unionized environment.

An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Possession of a valid Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION

Master's Degree in a related discipline and certification or training in local government administration would be an asset.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.