



BRANDON SCHOOL DIVISION

Position Description:	MANAGER OF FACILITIES
Competition:	#O2103003
Location:	FACILITIES
Hours/Day:	8.00 HOURS PER DAY, MONDAY TO FRIDAY, 12 MONTHS PER YEAR
Start Date:	MAY 2, 2022 OR AS MUTUALLY AGREED
Term of Employment:	PERMANENT CONTRACT
Salary Range:	\$97,328 TO \$113,891 PER ANNUM
Application Deadline:	12:00 PM FRIDAY, MARCH 25, 2022

Reporting to the Secretary-Treasurer, the Manager of Facilities is responsible for facility planning and management, facility capital projects, risk management, caretaking, and preventive maintenance. The position leads a team of professional staff to provide safe, healthy, well-maintained, and efficient schools/facilities.

Responsibilities

- Plan, prioritize, assign, supervise, review, and evaluate the work of staff responsible for facility maintenance and external contractors, working to achieve agreed service targets and continuously improve processes.
- Coordinate construction projects, renovations and other special projects, ensure that agreed work has been completed satisfactorily, and follow up on any deficiencies.
- Participate in the preparation and administration of the facility maintenance budget.
- Ensure that accidents are promptly and properly reported to the appropriate authorities and insurance agents.
- Provide reports, advice and facility recommendations to Senior Administration and the Board of Trustees as needed.

Qualifications

- Post-secondary studies in engineering, architecture, project management, facility management or related field.
- A minimum of 5 years of successful experience in facility management and direct supervisory experience preferably within a unionized environment.
- Experience in a K-12 educational environment is an asset.
- Strong organizational and trouble shooting skills as well as hands on experience with Preventive Maintenance Programs.
- Strong knowledge of Workplace Safety & Health including WHMIS and MSDS requirements.
- A good working knowledge of computer applications related to facilities, communications and management including MS Office, Adobe, Ameresco Asset Planner, Baragar Demographics and Metasys Energy Management System.
- Supervisory or management training (ie. conflict resolution, performance management, labour relations, etc.).
- Must possess a valid drivers licence.
- Preference will be given to individuals who have experience working in a trades related field.

For a complete list of duties and responsibilities, please view the [Manager of Facilities](#) job profile.

Your cover letter must clearly indicate how you meet the required qualifications.

Inquiries should be directed to:
Office of Human Resources
human.resources@bsd.ca

The Brandon School Division thanks all applicants for their interest. Only those selected for an interview will be contacted. Employment will be subject to a Criminal Record Check and a Child Abuse Registry Check completed within the four months preceding the date of application with results satisfactory to the Brandon School Division. Brandon School Division will give consideration to gender equity, visible minorities, indigenous peoples, and persons with disabilities. Upon request, Brandon School Division will provide reasonable accommodations to applicants disabled by barriers during the interview and assessment process.