

Township of Langley

Job Title:	Facilities Coordinator 1
Competition Number:	24-U047
Employment Type:	Regular Full-Time
Pay Rate:	\$42.45 - \$50.13 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	Monday to Friday, 8:00am – 4:30pm (based on 37.5 hours per week)
Competition Opening Date:	March 8, 2024
Competition Internal Closing Date:	March 18, 2024
Competition External Closing Date:	March 22, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Facilities Coordinator 1** to join our team of professionals in the Facilities Division, Facilities Operations and Maintenance Department. Reporting to the Manager, Facilities in this unionized position, this position will coordinate the preventative maintenance, repairs and construction work for a variety of municipal facilities throughout the community.

Responsibilities

- Coordinate repairs of construction work including deconstruction projects
- Liaise with contractors and external/internal contacts on preventative maintenance, repairs and construction
- Conduct facility inspections and condition assessments to ensure conformance with applicable codes troubleshoot and diagnose building system problems, and recommend maintenance and repair priorities
- Monitor service contracts, review project invoices and recommend payment
- Develop and maintain inventory management systems and preventative maintenance programs for facilities and ensure regular maintenance requirements are achieved
- Develop scope of work and prepare estimates for preventative maintenance, repair and construction projects
- Monitor the performance of contractors by conducting facility inspections and assessments
- Prepare and participate in evaluating requests for quotes, requests for proposal and tender documents

Qualifications

- Completion of a diploma program in building technology/sciences or a related discipline plus sound related experience; or an equivalent combination of training and experience
- Considerable knowledge of the methods, materials and equipment pertinent to building services work
- Considerable knowledge of the rules, regulations, standards, policies and processes governing the work
- Sound knowledge of general building structures/components
- Ability to conduct inspections, identify building system problems and recommend maintenance/repair priorities
- Ability to coordinate projects and communicate effectively with a variety of internal and external contacts
- Ability to prepare and maintain a variety of documentation related to the work, read design and as-built drawings, and monitor contractor invoices and assigned project budgets
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts
- Security Clearance for work at RCMP Buildings is required (not required as part of the application process, however, will be required upon consideration for employment)

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You **must** include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver. Factor Report will **not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.