



## City of Dawson Creek – Manager of Civic Properties and Facilities

<b>DEPARTMENT:</b>	<b>Community Services</b>
<b>POSTING DATE:</b>	<b>February 26, 2024</b>
<b>CLOSING DATE:</b>	<b>March 22, 2024</b>
<b>SALARY:</b>	<b>\$92,000 - \$106,000</b>
<b>COMPETITION NO.:</b>	<b>2024-18</b>
<b>HOURS OF WORK:</b>	<b>40 hours per week</b>

*The Manager of Civic Properties and Facilities plays a pivotal role in coordinating, planning, scheduling, and executing preventive and maintenance programs for all City of Dawson Creek facilities.*

**The Opportunity:** We are looking for a leader who is innovative, progressive, and strategic who has exceptional time and project management skills with a focus on customer service. The ideal candidate will be key in managing the City of Dawson Creek's civic properties and facilities including facility and land leases. The Manager of Civic Properties and Facilities provides direct guidance and leadership to the facilities maintenance team and City of Dawson Creek's contractors for the planning, design, ongoing and preventative maintenance and renovation of existing buildings, and the construction of new buildings where and when applicable.

Key work areas include:

- Develops short- and long-range capital upgrade and maintenance plans,
- Oversees the maintenance, repair, and installation of a wide variety of equipment at the City of Dawson Creek properties and facilities,
- Hires, supervises, directs, and develops staff, monitoring performance towards department and corporate objectives and leads, coaches and develops staff, recognizing the importance of technical and safety training,
- Manages and maintains the preventative maintenance program.

### **Requirements:**

1. Diploma in Facility Management, Building Systems Operations including specialty courses in HVAC, building maintenance and operations or a related field, a related trade ticket, or an equivalent combination of education and experience.
2. Minimum three years' management experience in a related field such as facilities management.
3. Ability to pass and maintain an RCMP-enhanced security clearance.
4. Valid Driver's License.

**This position comes with a competitive benefit package.**

Candidates should submit a résumé by emailing a PDF or Word document to [resumes@dawsoncreek.ca](mailto:resumes@dawsoncreek.ca), with the **job posting name and number in the subject line**, by 11:59 pm on the closing date referenced above. The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

*The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.*