



**Position Title:** Facility Operations & Planning Manager

**Position Status:** Full-Time Regular

**Department:** Procurement & Real Estate Services

**Employee Group:** Exempt

**Location:** Lake City Operations Centre, Burnaby

**Salary Range/ Wage Rate:** Professional / Technical, Level P3A (\$123,587.51 - \$145,395.95 annually)

**Our Procurement & Real Estate Services Department is seeking a Facility Operations & Planning Manager who will prepare policies and standards for office space design and will perform project management duties related to preventative maintenance and capital replacement.**

**You are: A motivated, self-starting individual with a strong technical background and experience in office space planning, design and have experience in facilities management. You have a positive attitude and enjoy working within a proactive, supportive and empowered team environment. You show interest in identifying opportunities to create improve work processes. You are a problem solver who enjoys the challenge of working on multiple projects simultaneously in a fast paced environment.**

**The Facility Operations & Planning Manager reports to the Program Manager, Facilities.**

**This role:**

- Performs complex and varied technical and project management work related to maintaining and managing Metro Vancouver's Head Office facility in optimal operating condition. Participates in managing the facility's projects, contract and vendor requirements and develops long term building support policies and occupancy plans. Makes recommendations for the input and approval of senior staff; develops work plans and project schedules; and allocates resources accordingly. Supports both long-term initiatives and day-to-day operations and maintenance.
- Works closely with the Program Manager to determine overall priorities and contributes to the preparation of long-term strategic and financial plans for the Head Office Facility and other sites as required. Implements and manages a long term asset management program for the facility that includes the acquisition and disposition of assets. Assists in scheduling major expenditures in the annual budget and long term plan and administer contingencies for emergency repairs.

- Provides guidance to staff and contractors on technical issues, corporate policies, and project management best practices and ensures work is in conformance with project specifications, corporate standards and policies. Ability to make independent decisions and recommendations within broad policies and mandates and uses ingenuity to devise practical and economical solutions to problems.
- Identifies, prioritizes and schedules projects required for the extended life of the facility including major renovations, investments (HVAC, electrical, plumbing and curtain walls) and moves. Plays an integral role in the management, planning and coordination of major projects. Plans projects and makes balanced recommendations in consideration of the impacts to staff, regular operations, project costs and delays. Pursues cost effective and sustainable practices where possible, conserving resources while ensuring the longevity and reliability of the facility.
- Works collaboratively with Procurement to issue requests for proposals and participates in processes for evaluating submissions and awarding contracts. Prepares a range of written material including reports, recommendations, guidelines, policies and technical specifications for contracts.
- Participate in the development and implementation of alternate building use strategies and plans and liaises with client departments to gather requirements, prepares forecasts for future space needs and develops preliminary space plans. Coordinate the development of schematic plans and conceptual design proposals and develop office design and space standards. Coordinate the working relationships with staff and external contacts such as consultants, contractors, developers and other agencies. Plans, coordinates and implements minor renovations, office reconfiguration, furniture acquisition and moving projects. Develop and maintain a variety of records, reports and databases related to space planning work.
- Supervises, directs and develops staff monitoring performance in accordance with goals and objectives. Ensures adherence to corporate policies and collective agreements. Leads coaches and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce and encourages staff to pursue opportunities that complement their skills and experience.
- Performs other related duties as required.

**To be successful, you have:**

- 7 years of recent, related experience supplemented by a two-year diploma in an architectural or engineering technology, Bachelor of Applied Science or a Bachelor of Design in Architecture; or an equivalent combination of training and experience.
- PMP designation preferred.
- Sound knowledge and understanding of relevant engineering and construction practices and principles. Ability to review technical specifications and plan and manage diverse projects for matters such as major renovations investments to the facility's engineering systems (HVAC, electrical, plumbing and building assemblies).
- Proven contract administration and project management skills. Excellent attention to detail and demonstrated ability to troubleshoot and resolve contractual issues and lead and oversee complex projects.
- Considerable knowledge of the methods and objectives of facility maintenance planning, asset management, space optimization and facility operations. Considerable knowledge of corporate policies, procedures, goals and regulations.

- Sound budgeting and financial management skills. Ability to monitor budgets, meet financial objectives, forecast future expenditures and ensure the effective and efficient expenditure of allocated funds.
- Excellent written and oral communication skills including well developed writing and presentation skills; ability to communicate complex technical requirements and implications to diverse audiences.
- Demonstrated ability to build and maintain effective working relationships internally and externally. Skill in dealing openly, tactfully and sensitively in a variety of situations and responds effectively to emotional triggers in self and others. Supervises, coaches and guides others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and responds to changing priorities.
- Proven ability to use judgment to resolve complex problems and provide direction for matters such as critical and complex emergency repairs. Ability to develop new procedures and plans to address problems and improve efficiencies considering the long-term implications of decisions and actions. Seeks to include staff in decisions that will impact them; works cooperatively to resolve differences of opinion.
- Ability to manage a complex portfolio of work while establishing ambitious and challenging goals. Demonstrates persistence in overcoming obstacles.
- Proficiency using drafting software such as AutoCAD as well as Microsoft Office programs including Word, Excel, PowerPoint, Outlook, etc.
- Valid BC Class 5 Driver's License.

### **Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by June 6, 2024.*