



Manager, Civic Buildings

DEPARTMENT:	Engineering	STATUS:	Permanent Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$145,988 – \$160,839 annually + comprehensive benefits package

We are looking for an exceptional leader who is innovative, progressive and strategic. The ideal candidate will be pivotal in managing the City's civic buildings division, including assessing and describing needs for office and other building needs to carry out the City's mandate, implementation of the Facilities Asset Management Plan and provision of service levels as guided by council. Reporting to the Director of Engineering, you will provide direct guidance for the planning, design, ongoing and preventative maintenance and renovation/upgrades of existing buildings. Key aspects include maintaining a consistent portfolio-wide Facility Condition Index, while also focusing on improvements to energy conservation and greenhouse gas emission reduction in existing facilities. As a part of the dynamic Engineering leadership team you will be responsible for balancing organizational and regulatory requirements, while developing an overall maintenance, renewal, and risk management program for all civic buildings, actively presenting cost effective strategies to essential interest holders including council, the community and staff.

If many of the following characteristics and skills describe you, we want to meet you!

- Completion of a degree in engineering, architecture or related discipline, with considerable related experience including project management; contract administration; institutional building maintenance; property management; asset management; budget planning and analysis, and strategic planning. Supplementary advanced education in property management and/or project management is desirable. Designation as a professional engineer or registered architect in the province of BC is desirable.
- Demonstrated experience managing teams of professionals, unionized staff, consultants and contractors.
- Demonstrated knowledge and experience in applying the concepts, practices, and techniques in the areas of building design and construction, maintenance management, property and facilities management, and risk management.
- Demonstrated experience in interest based negotiation and conflict resolution.
- Knowledge and experience in managing and reporting on operating and capital budgets.
- Knowledge and experience in managing and maintaining facility inventory data and implementing CMMS tools.
- Ability to prioritize work, act decisively, and ensure the best use of City resources.
- Writing, reporting and presenting strategies related to building construction projects, including options analysis.
- Strong communication and interpersonal skills to establish and maintain effective working relationships with subordinate staff, peers, senior management, elected officials, and external contacts.



NEW WESTMINSTER

- Demonstrated leadership skills and ability in guiding, mentoring and supporting a diverse staff team.
- Strong problem-solving and decision-making skills to assess options, determine effective resource allocation and recommend best courses of action.
- Research and analytical skills to review and assess property requirements, evaluate maintenance and renewal needs, as well as develop budgets.
- Valid Driver's License and personal vehicle available for use at work.

**Apply online with your resume and cover letter in one document at
www.newwestcity.ca/employment.**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.