

Township of Langley

Job Title:	Facilities Capital Planner
Competition Number:	24-E021
Employment Type:	Regular Full-Time
Pay Rate:	\$66.90 - \$75.25 per hour (4 steps, 2024 rates)
Hours of Work:	37.5 hour per week; Monday to Friday, 8:00am – 4:30pm
Competition Opening Date:	August 30, 2024
Competition Closing Date:	September 20, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Facilities Capital Planner** to join our team of professionals in the Facilities Planning and Construction Department. Reporting to the Manager, Facilities Planning and Construction, in this Exempt position you will be responsible and accountable for both managing and developing programs that support full life-cycle management of the Facilities portfolio. Key areas of responsibility are broadly identified as managing existing infrastructure asset programs, developing new programs, identifying suitable technology solutions, carrying out facility inspections, collecting, analyzing, and reporting on spatial and financial data, and general project management.

Responsibilities

- Manage all programs that support the full life-cycle management of Facilities public infrastructure including all civic and parks buildings
- Conducts various building condition assessments and detailed condition assessments of the civic facilities and various elements within the facilities to determine risk of failure and recommended end of useful life
- Prepare, analyze, and present financial data related to the facilities capital renewal program, including analysis of the operating and capital budget expenditures on preventative maintenance, reactive repairs, and capital replacements as it relates to the Facilities portfolio
- Develop and manage a Space Management Program for all Township Facilities; including Space Programming, Space Planning, and Space Inventory, that identifies long term renovation needs for each facility based on the expected growth in the corporation and in the community
- Conduct oral and written reports and presentations to public groups and agencies, particularly with respect to upcoming project work
- Monitor adherence to contracts and conduct field inspections with respect to contracted services and takes appropriate corrective action with contractors to ensure high quality of service and adherence to contractual obligations
- Perform other duties as required

Qualifications

- A recognized post-secondary bachelor's degree in engineering or a master's degree in architecture. A minimum of 5 years work related experience with facilities planning and capital management. Preferably supplemented with some experience in a Municipal environment
- Knowledge of municipal regulations, policies, procedures, and bylaws
- Possess strong oral, written and interpersonal communication skill, in addition to excellent project management skills and the skills and ability to work in and foster a team environment
- Ability to develop and adhere to budgets
- Knowledge and experience in computer systems design and cost estimating

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.
- Eligible for the Professional Engineer designation or Registered Architect designation in the Province of British Columbia

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.