



*... a great place to live, work & play*

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

## ASSISTANT MANAGER, FACILITY SERVICES

This position is part of the Facilities and Major Projects Department and is responsible for providing leadership and support for the facility services delivery across the City's civic buildings. Reporting to the Facilities Manager the Assistant Manager, Facility Services will lead and manage the facility services of Delta's civic buildings including City Hall, workyards, seniors and community centres, Police and Fire facilities. This position will work closely with the Assistant Manager, Facility Operations to contribute to the long-term strategic planning for the Facilities division, aligning objectives with broader City initiatives.

### Duties include:

- Establish and maintain high standards of service delivery for custodial and building operations
- Oversee staff recruitment and retention, provide mentorship, and facilitate ongoing training and development of skilled maintenance and custodial staff
- Support performance management and labor relations, addressing workplace issues and ensuring compliance with HR policies
- Development of training programs, ensuring professional development and succession planning
- Develop and implement policies, procedures, and work programs ensuring compliance with health and safety regulations and risk management strategies
- Prepare and manage tenders and contracts for third-party services, ensuring cost-effective procurement in the delivery of services
- Participate in budget preparation, manage and monitor expenses, and allocate resources effectively and efficiently
- Oversee minor capital projects, ensuring proper execution and alignment with City policies and priorities
- Consult and ensure compliance with outside regulatory agencies such as WorkSafe BC and the BC Building Code
- Using superior organizational skills to create and maintain annual work plans to achieve goals and objectives
- Develop and manage preventative maintenance programs and call-for-service/work order systems
- Utilize strong problem-solving and decision-making skills to address challenges while prioritizing risk management and minimizing disruptions to facility users
- Ensure an accessible and safe environment for staff and patrons, implementing industry best practice
- Provide written and verbal reports using seasoned communication skills
- Foster effective working relationships with staff, the public, and other stakeholders
- Respond to public inquiries using seasoned communication skills
- Ability to work extended hours and/or non-standard working hours occasionally

### Education and Experience:

- University Degree in a relevant field such as Facility Management, Recreation Management, Project Management, Engineering, Business or Public Administration is desirable
- Minimum of 5 years of progressive supervisory experience in facility operations, preferably in a unionized environment
- Proven self-motivation with the willingness and ability to take independent action and accountability, in a fast-paced environment
- Consideration will be provided for those with an equivalent combination of training and experience
- Enhanced Police clearance check
- A valid Class 5 BC driver's license is required

The City of Delta provides a competitive annual salary of \$99,050 - \$118,118 (commensurate with experience) and an excellent benefits package including Municipal Pension Plan. Interested applicants are invited to apply online complete with cover letter and resume outlining your relevant background and work experience at [www.delta.ca/employment](http://www.delta.ca/employment), quote competition #25-90 EX by **March 17, 2025**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted. Preferred candidates will be required to submit a Police Information Check.