



Position Title: Facility Operations & Planning Manager

Position Status: Full-Time Regular

Department: Procurement and Real Estate Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P3A (\$123,587.51 - \$145,395.95 annually) (2024 wage rates)

Our Procurement and Real Estate Services Department is seeking a Facility Operations & Planning Manager who will provide leadership and technical expertise in the planning, management, and operation of Metro Vancouver's Head Office facility and other sites as required. This position oversees a comprehensive asset and space management program, ensuring that facilities are maintained in optimal operating condition while supporting organizational growth, service continuity, and sustainability objectives. Working closely with the Program Manager, Facilities, this position contributes to long-term strategic, financial and asset management planning, including capital forecasting, lifecycle management, and stewardship of operating and capital budgets.

You are a facilities expert that is highly motivated to be the lead for planning and delivering complex facility, renovation, and space planning projects; administering service and consulting contracts; coordinating procurement processes; and developing building use strategies, space standards, and occupancy plans. You are a supportive leader that is committed to developing staff through fostering a respectful, inclusive, and collaborative work environment.

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

This role:

- Works closely with the Program Manager to establish overall priorities and contributes to the development of long-term strategic and financial plans for the Head Office Facility and other sites as required. Implements and oversees a comprehensive long-term asset management program, including planning, acquisition, lifecycle management, and disposition of assets. Supports the planning and scheduling of major and minor capital expenditures, including annual budgeting and long-term financial planning.
- Supervises, directs and develops staff monitoring performance in accordance with goals and objectives. Ensures adherence to corporate policies, practices, and collective agreements. Leads through coaching, mentoring, and guidance, emphasizing professional growth, well-being, and development of leadership, supervisory and technical skills. Builds and sustains a flexible and engaged workforce by encouraging learning and development opportunities.

- Participates in the development and implementation of building use strategies and plans and liaises with client departments to gather requirements; prepares forecasts for future space needs and develops preliminary space plans. Coordinates the development of schematic plans and conceptual design proposals and develops office design and space standards. Coordinates working relationships with staff and external contacts such as consultants, contractors, developers, and other agencies. Plans, coordinates, and implements renovations, office reconfigurations, furniture acquisitions, and moving projects, including project budgets. Develops and maintains a variety of records, reports databases, and budget tracking tools.
- Performs complex technical and project management work related to ensure Metro Vancouver's Head Office facility, and other sites as required, are maintained in optimal operating condition. Participates in managing facility projects, and administering service contracts, including property management, food services, and a range of non-trader vendors. Develops long term building support policies and space occupancy plans, and develops work plans project schedules, and resource allocations for review and approval. Supports both long-term corporate and departmental initiatives, planning, and day-to-day operations and maintenance.
- 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. Exercises sound judgement, within broad policies and mandates, to ensure effective risk management, financial accountability, and timely delivery of facility services.
- Identifies, prioritizes, and schedules projects that extend the lifecycle of facilities, including major and minor renovations, building system investments (HVAC, electrical, plumbing and curtain walls), and internal moves. Plays a key role in the planning and coordination of major projects providing balanced recommendations in consideration of the impacts to staff, operational continuity, cost, schedule, and risk. Pursues cost-effective and sustainable practices where possible, conserving resources while ensuring the longevity and reliability of facilities.
- Works collaboratively with Procurement to lead and support competitive procurement processes, including issuing requests for proposals, participating in processes for evaluating submissions, and recommending awarding of contracts. Prepares comprehensive reports, recommendations, guidelines, policies and technical specifications.
- Performs other related duties as required.

To be successful, you have:

- 7 years of recent, related experience supplemented by a two-year diploma in architectural or building engineering technology, Bachelor of Applied Science, or a Bachelor of Design in Architecture; or an equivalent combination of training and experience.
- PMP designation preferred.
- ASCT professional designation preferred.
- Sound knowledge and understanding of relevant engineering and construction practices and principles, such as facilities management, asset management, space planning, and building operations. 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 facility projects, including oversight of service contracts such as property management, food services, and other non-trade vendors.
- Considerable knowledge of the methods and objectives of facility lifecycle planning, asset management, capital planning, space optimization, and facility operations. Considerable knowledge of corporate policies, procedures, goals, collective agreements, and regulations.

- Sound budgeting and financial management skills. Ability to contribute to the development of and to monitor operating and capital 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, financial, and operational 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, develops and mentors others while enhancing individual and team effectiveness and responding to changing priorities.
- Proven ability to use judgment to resolve complex problems and provide direction on complex operational and strategic issues, including matters related to major capital projects, lifecycle investments, and emergency situations. Ability to identify risks, develop new procedures and plans to address problems and improve efficiencies considering the long-term efficiency, sustainability, and reliability 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 diverse and complex portfolio of work while establishing ambitious and challenging goals for long-term initiatives and day-to-day operational demands. Demonstrated persistence, adaptability, and initiative in achieving objectives.
- Proficiency using drafting and space planning 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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

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 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 October 13, 2026.