

## Position Vacancy: Facilities Management Coordinator

*Great City, Great Work, Great Future!*

DEPARTMENT:	<b>Engineering</b>	STATUS:	<b>Full-Time</b>
NO. OF POSITIONS:	<b>One</b>	UNION:	<b>EXEMPT</b>
HOURS OF WORK:	<b>37.5 hours per week</b>	SALARY:	<b>\$71,301 - \$78,658 annually (2015 rates)</b>

Reporting to the Manager, Civic Buildings and Properties, the Facilities Management Coordinator will be responsible for the supervision and coordination of janitorial and building maintenance services within City Hall and other Municipal buildings. The Coordinator will be responsible for hiring, supervising, and managing the performance of the Facilities Maintenance Supervisors, as well as the building services staff. The Coordinator will also develop energy efficiency and conservation within the facilities and trades, manage energy use, and assist in establishing an energy management program. The successful incumbent will plan, schedule and coordinate the provision of building and equipment maintenance; inspect, maintain and repair heating, ventilation and air conditioning systems, prepare operating budget estimates; monitor the work of contractors; perform minor plumbing, electrical, painting and carpentry maintenance and repairs; analyze maintenance reports and consultant studies to determine life-cycle expectations; make recommendations for upgrade or repair; arrange for and review technical reports and drawings; and conduct facility condition assessments to ensure conformance to various codes such as building, mechanical, electrical and fire.

### Requirements include:

- Completion of Grade 12, supplemented by a diploma in mechanical or a related engineering technology program, project management and/or facilities management, plus a minimum of 5 years of related experience, or an equivalent combination of education and experience.
- Thorough knowledge of the functions and operations of heating, air conditioning and ventilating equipment and related control systems.
- Thorough knowledge of the principles, practices, methods, materials, tools and equipment used in building support services, including maintenance, repair and janitorial work.
- Sound knowledge of plumbing and electrical systems and of general building structures and components.
- Knowledge of energy efficient technologies and program development.
- Skill in developing scope of work for various projects, tendering documents, award recommendations and contract administration.
- Ability to determine priority for the replacement, repairs, and upgrades based on system conditions and functional needs.
- Ability to research and determine manufacturers and industry standard maintenance protocols for facility components and systems such as roofs, HVAC systems, electrical systems and painting.
- Ability to complete accurate cost estimates related to building maintenance projects.
- Ability to plan, supervise and review the work of supervisors and building services staff.
- Ability to develop renewal and replacement programs within defined budgets and timelines.
- Ability to diagnose causes of equipment breakdown and identify potential problems.
- Ability to work with minimal supervision in the performance of varied building maintenance and repair tasks and to prepare effective maintenance schedules, records and budgets related to the work.
- Ability to establish and maintain effective working relationships with internal and external contacts and to demonstrate exceptional customer service skills.
- Valid Driver's License for the Province of British Columbia.

Apply by sending your resume quoting **competition #16-134, by December 8, 2016** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca)

*We thank all applicants in advance; however, only those selected for an interview will be contacted.  
The City of New Westminster is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.*