

JOB DESCRIPTION

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1. Position No. 81203	2. Descriptive Working Title Facilities Coordinator – Riverview Lands		3. Present Classification AO4
4. Department Lower Mainland - Directly Managed	5. Branch/Section Operations	6. Proposed Classification	Date FEB. 2016 Revised Dec 2020; April 2021
7. Position No. of Supervisor 81164	8. Descriptive Work Title of Supervisor Director Facilities Maintenance		9. Classification of Supervisor Excluded Mgmt
10. Job Summary:			

Reporting to the Director Facilities Maintenance, the Facilities Coordinator is responsible for the delivery of a comprehensive program of corrective and preventative maintenance and repair of building equipment and systems, grounds and other infrastructure on the Riverview Lands. He/she/they oversees and manages the Security Contract for the site. The position monitors maintenance and repair budgets, prepares reports and recommends opportunities to improve facilities maintenance requirements. He/she/they liaises with various stakeholders, including contractors and consultants related to janitorial, snow removal, fire & safety, elevator services etc.

11. Duties:	
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1. In collaboration with the Director Facilities Maintenance, conducts a thorough assessment of the buildings' equipment and systems, grounds and other infrastructure situated on the Riverview Lands. Develops a comprehensive plan for addressing ongoing corrective and preventative maintenance and repair requirements in order to ensure the safety, security and comfort of tenants and the long-term viability and marketability of the property.
2. Working closely with the Maintenance Manager, participates in the building and grounds maintenance plan and schedule, oversees the preparation of work orders and liaises with the Maintenance and Grounds Supervisors in arranging for services. Reviews the quality of work performed and provides feedback to the LMDM Maintenance and Grounds Supervisors.
3. Monitors maintenance and repair budgets, prepares reports and proactively recommends opportunities to improve efficiencies and effectiveness in managing facility maintenance requirements. Provides input and recommendations to Development & Asset Strategies management staff on upcoming capital improvements.
4. Manages maintenance projects on site. Coordinates and manages all road repairs and line painting. Participates in coordination of construction activities on site to ensure all operational requirements are met.
5. Provides technical specifications to the regional Contract Manager for developing proposal and contracting documents. Participates in the request for proposal (RFP) and evaluation process for contractors and consultants related to janitorial, snow removal, fire & safety, elevator services etc.
6. Liaises with various stakeholders including BC Housing staff, contractors, consultants, sponsor groups, lessees support ministries and agencies, municipal officials, and others in order to provide information and explanation regarding maintenance and repair requirements for the properties and to resolve related property issues.
7. Works closely with the certified arborist to maintain all heritage trees on site. Works closely with the archaeological team and coordinates schedules as required. Ensures that contractors on site are familiar with the protocols and procedures required, including attendance of heritage training.
8. Communicates directly with tenants regarding facility management and operational issues and works to resolve those issues. Ensures that the property and grounds are maintained in a safe and proper manner for tenants and in accordance with their lease. Ensures that services are provided to tenants in accordance with their lease. Provides assistance with special projects and requests by tenants. Works closely with and assists the Real Estate Assets

Manager regarding new leases, lease renewals, tenant disputes, lease infractions, tenant move-ins and move-outs. Assists with locating available space for new leases.

9. Works closely with and assists the Film & Special Events Manager in coordinating film productions. Coordinates monthly preventative maintenance work around film schedules. Provides assistance for special requests, including parking issues on site.
10. Works closely with and assists the Manager, Riverview Lands Development in coordinating planning and development activities. Works closely with Development & Asset Strategies staff, assists with site preparation related to re-development and ongoing review and monitoring of all site safety protocols including traffic management on site. Participates in construction site meetings and provides input related to tenant and overall site concerns as required. Revises maintenance/repair plans and schedules in order to meet requirements while re-development of the Riverview Lands progresses.
11. Provides oversight and contract administration of the Site Security contract. Participates in regular meetings with security supervisor to ensure the continued safety on site. Communicates with law enforcement on ongoing issues and concerns (i.e. vandalism, break and enter, speeding on site etc.)
12. Performs the role of Fire Safety Director for the entire site, ensures adherence to local and provincial regulations and codes. Ensures all fire and safety plans for each building is up to date. Participates in the provincial emergency response process as required.
13. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

1. Position No. 81203	2. Descriptive Working Title Facilities Coordinator – Riverview Lands	3. Present Classification AO4
4. Education, Training and Experience		

Bachelor's degree in Construction Management, Building Technology or related field from a recognized technical college or university.

Considerable trades' experience, plus program and project management experience in managing the delivery of comprehensive property maintenance and repair services for complex properties. Considerable experience in procurement, contracting and financial management.

Or an equivalent combination of education, training and experience acceptable to the Employer.

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Considerable knowledge of building systems maintenance planning, systems maintenance/repair and building operations

Sound knowledge of the philosophies, principles and practices associated with the maintenance, repair and capital improvement of buildings and grounds

Sound knowledge of building construction, plumbing, electrical, HVAC, elevator and alarm systems

Sound knowledge of contracting practices within the industry and within a public sector environment

Sound knowledge of occupational health and safety regulations and practices

Ability to review, understand and interpret commercial leases and licenses and the ability to take sound action to ensure compliance with the operational requirements under the leases and licenses.

Ability to assess and develop corrective and preventative maintenance and repair plans and schedules for buildings and grounds on a large and complex property that is continually evolving through a major re-development process.

Ability to manage the implementation of program activities, analyze and solve issues and make effective decisions

Ability to build, facilitate and maintain effective relationships within BC Housing and with a variety of stakeholders including consultants, contractors, sponsors, municipal/provincial government officials and tenants

Strong leadership, communication and interpersonal skills

Strong consultative, facilitation, negotiation, conflict resolution, problem solving and consensus building skills

6. Occupational Certification

Criminal Record Check is required.