

ROLE SUMMARY

Reporting to the Manager, Municipal Facilities, the Facility Planning and Analysis Manager will be responsible for creating and leading the implementation and ongoing management of all Facility systems. The position provides in-house technical expertise at a professional level related to the ongoing development, maintenance, and expansion of a municipal facility networks, systems, and software for the purposes of planning, developing and implementing the operational and capital programs in accordance with District plans and objectives.

Coordinates and directs Facility Planning and Analysis section staff in all aspects, including planning, developing, compiling, integrating, and maintaining departmental data related to the built environment and/or facility infrastructure, operations, workflows, and processes. The position will work to ensure stakeholders understand and support the Departmental vision, goals, and objectives and help drive the successful management of operational and capital programs to ensure the safety and reliability of Municipal Facility assets.

As a member of the Engineering's Management Team this position leads unionized staff and will coach mentor and develop leaders to successfully carry out long term planning of municipal facility infrastructure, determining the need for engineering studies, and overseeing the development and implementation of projects and associated budgets.

Acts as the owner of Facilities maintenance management systems, including CMMS, DDC, access control, security, and surveillance. Provides operational leadership to manage building capacities and performances of built infrastructure and software systems across the portfolio and executes quality control/assurance programs on data and facility records.

QUALIFICATIONS

- Bachelor's Degree in Engineering or Building Sciences, or related field.
- Registered as a Professional Engineer with Engineers and Geoscientists BC (EGBC).
- Project Management Professional (PMP) certification, seen as an asset.
- Asset Management certification, seen as an asset.
- Certified Energy Manager (CEM), seen as an asset.
- LEED Accredited Professional (LEED AP), seen as an asset.
- 5 years proven experience in a combination of program, project and operational management including experience/responsibility managing diverse/complex projects, teams, and staff in a unionized environment.
- Demonstrated initiative and ability to lead the development, communication, and implementation of successful diverse initiatives for multiple constituents with sometimes conflicting/competing objectives and goals in a changing environment.
- Proven track record of innovative and strategic decision making, as well as experience in implementing change with new procedures and practices to develop, implement and sustain change.
- Ability to independently lead initiatives and develop partnerships with internal and external stakeholders.

- Solid negotiation, conflict resolution, problem solving and decision-making skills required.
- Excellent interpersonal skills to establish and lead cohesive teams and proven ability to interact effectively at all levels in the organization.
- Excellent communication skills to effectively communicate to both technical and non-technical audiences - ability to make clear, concise and well organized oral and written communications and presentations.
- Ability to develop, evaluate, and administer procurement processes and vendor contracts.
- Commitment to lifelong learning, organizational excellence and knowledge development.
- An equivalent combination of education and experience may be considered

MAJOR ACCOUNTABILITIES

Advice & Support

- Provides reasoned and balanced advice, background information, and briefing materials to a variety of stakeholders including directors, managers and project managers.
- Makes recommendations to assist with implementation of the District's strategic objectives.
- Creates operational and capital plans for section.
- Supports the ongoing asset management planning of municipal facilities.
- Keeps the Manager, Municipal Facilities apprised of operational developments that relate to the interests of the District.
- Serves as a key member of the management group which is responsible for advising on and implementing the District's long-term corporate plans and policies; formulating and driving strategies for realizing key goals and objectives.
- Provides strategic and tactical advice for maintenance management framework with an emphasis on building operations and performance.
- Reports evaluation findings to the Manager, Municipal Facilities and recommends divisional and sectional changes to enhance project and quality management.

Leadership of Staff

- Provides operational and professional leadership within the workgroup.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by project leaders. Meets regularly with subordinates to establish individual personal performance objectives and holds them accountable for results.
- Leads or oversees recruitment, orientation and training of new staff in accordance with District policies.
- Prepares guidelines for work performance, expenditures and use of resources.
- Builds strong, open and collaborative working relationships characterized by mutual respect with superiors, peers and subordinates.
- Directs and manages work activities to liaise between consultants and other contracted professional services and ensures conformance with municipal standards and specifications.

- Supports continuing development of project leaders in the department through coaching, mentoring and training focused towards building competencies to support both current and future needs.
- Oversees assigned budget preparation and administration: monitors and ensures the control and accountability for expenditures within purchasing authority and policy requirements.
- Recommends amendments to Section activities or procedures and implements changes as accepted by Division Manager.

Division Operations

- Builds relationships and ensures collaboration with other Departments where divisional and sectional initiatives may have multi-departmental involvement.
- Plans and recommends resource requirements to meet strategies, objectives, policies and priorities at organizational, departmental, divisional, and sectional levels.
- Develops and maintains engineering documents, standards, specifications, processes, and systems as appropriate to deliver on program needs.
- Develops tools, systems (e.g. DDC, CMMS), and strategies (e.g. capital planning) to facilitate long-term and short-term coordination of Divisional and Sectional goals and objectives.
- Drives and facilitates the evaluation of risks and makes critical decisions to resolve issues that could harm the organization's reputation.
- Oversees and directs a variety of methods and technical activities to manage the performance of building systems, including detailed energy audits, building system condition assessments, performance modelling of building systems (e.g. envelope, mechanical, electrical), and programming, testing, commissioning and recommissioning of complex building systems.
- Establishes and maintains a comprehensive inventory of all building systems and associated equipment, including their age, size, manufacturer, condition, and life expectancy.
- Supports the implementation of the District's health and safety program within the Division in accordance with the organization's strategic goals and legal requirements.
- Ensures consistent application of municipal engineering standards, engineering department policies, practices, procedures, applicable bylaws, and best practices.