



FACILITIES MANAGEMENT COORDINATOR

Engineering Department FACILITIES MANAGEMENT

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

***The closing date for this competition has been extended until Wednesday April 4, 2018.
New applications are welcome!***

Competition No: 2017-244

This is technical and inspectional work in coordinating maintenance for City buildings, which includes mechanical, structural and architectural components and other associated equipment and developing preventative maintenance programs and monitoring using Direct Digital Control (DDC) support systems for all aspects of the buildings. Liaises with departmental staff, lessees, outside contractors and consultants and City Departments with respect to building maintenance matters; ensures implementation of planned alterations; upkeep, service, renovation and minor capital construction programs; reviews work in progress; approves or rejects completed work and authorizes payments, prepares budget estimates and cost control. Regularly inspects City structures and inspects problems reported by departments; identifies and initiates needed repairs; prepares condition reports as required. The work includes developing and implementing procedures required for the programmed maintenance using DDC for all City and support plant structures including regular inspectional work and the preparation and/or review of drawings and specifications for maintenance-related work. The employee exercises initiative and independence based on technical training and experience within departmental procedures. Performs related work as required.

Qualifications include Grade 12 graduation and completion of a two-year technical program in Building Technology from a recognized post secondary program plus sound related experience in the construction or maintenance field or an equivalent combination of training and experience. Thorough knowledge of maintenance methods, procedures, materials and equipment for buildings and support systems including the management, optimization, scheduling of building systems using DDC system is needed, along with the ability to develop, coordinate and implement preventative maintenance programs. Considerable knowledge of the construction and costing methods, procedures and materials applicable to building and support system maintenance and renovation is needed including considerable knowledge in reviewing in house and contracted work in progress along with experience in approving and rejecting completed work and authorizing payments. Knowledge of related by-laws, codes and regulations is needed along with an ability to perform skilled drafting work utilizing AutoCAD software, of a civil engineering nature. Other qualifications include the ability to prepare technical sketches, specifications, budget estimates and control expenditures for various building projects and maintenance operations. Knowledge of SAP and Microsoft Office software is considered an asset. Driver's License for the Province of British Columbia is required.

SALARY RANGE: \$5,964 - 6,216 - 6,475 - 6,745 - 7,041/month (Pay Grade 23)

STATUS: Regular Full Time

SCHEDULE: 80 hours bi-weekly, Monday – Friday 7:00 AM – 3:30 PM

SPECIAL NOTES: Subject to Notes 'B' and 'P' of Schedule 'B' of the CUPE 23 Inside Collective Agreement

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.

*Please contact Human Resources at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Reference: 50002090

Apply online at www.burnaby.ca/careers

City of Burnaby
Human Resources
4949 Canada Way
Burnaby BC V5G 1M2