



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Director of Facilities Planning, Construction and Maintenance
Status:	Permanent Full-Time
Work Area:	Facilities Planning, Construction and Maintenance
Posting Date:	January 29, 2025
Closing Date:	March 2, 2025

GENERAL SUMMARY

Reporting to the General Manager of Community Development, the Director of Facilities Planning, Construction and Maintenance oversees the operations, maintenance, and repair of all District civic facilities, as well as the planning, development, redevelopment and construction of civic facility projects in line with the District's Real Estate and Facilities Master Plan. This role is also responsible for the District's overall facility related asset management program.

MAIN DUTIES AND RESPONSIBILITIES

- Contribute to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Lead the implementation of the long-term strategic civic facility plan for the District, taking into consideration the needs and priorities of the community and ensuring that the plan is aligned with the overall goals and objectives of the municipality.
- Provide strategic leadership and oversight for the planning, design, renovation, and redevelopment of civic facilities, including guiding the construction, commissioning, and operational planning of new and renovated facilities.
- Provide leadership in general maintenance, operations, property management, custodial services, and the planning, design, and ongoing preventative maintenance of existing buildings.
- Ensure that large and complex civic facility projects are developed with the best interests of present and future citizens and balance social, economic, and environmental priorities.
- Work closely with other departments and stakeholders to ensure that facility projects are properly funded, approved, and managed.
- Apply a continuous improvement mindset to develop standardized and streamlined tools and templates related to schedule planning, management, and reporting.
- Lead the annual facilities budget preparation in the 10 (ten) year Financial Plan, including identifying the need for new budgets and revising existing budgets, to meet Council and District infrastructure priorities.
- Develop, promote, and maintain co-operative and effective working relationships with other departmental staff, community groups, external government agencies, and the general public.
- Lead the District's participation in local, provincial, national, and international sustainability initiatives as it relates to facilities alongside the District's sustainability team.
- Ensure appropriate public consultation and stakeholder engagement using the IAP2 model is completed and represent the District in open houses, workshops and other resident participation projects.
- Provide technical input on responses to public inquiries that are received by the Facilities Department and through the Mayor's office.
- Manage the preparation and presentation of administrative reports, policy recommendations, records and correspondence to Council, committees, and the public.
- Assume a leadership role in the development and delivery of department goals and objectives to support the District's vision and strategic plan.
- Direct and supervise the activities of direct reports, establish work priorities; set goals and objectives, ensuring quality and service standards are met.
- Oversee and provide professional guidance for a multi-disciplinary team, including staff development and performance management.
- Coordinate the preparation of grant applications and the subsequent use and implementation of the funds resulting from successful applications.

KEY COMPETENCIES

- Developing Others – Provide in-depth coaching
- Holding People Accountable – Holding people accountable for performance



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- Managing Risk – Champions the organization’s risk culture in relation to risk
- Relationship and Network Building – Proactively establishing planned networks to address specific issues
- Strategic Thinking – Influencing strategic direction
- Sustainability – Implementing sustainability strategies and practices.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge and experience in applying the concepts, practices, and techniques in the areas of building design and construction, maintenance management, property and facilities management, and risk management.
- Thorough knowledge of the functions, methods, rules, procedures, bylaws, regulations and policies pertaining to Municipal Government, such as Local Government Act, Procurement and WorkSafeBC regulations.
- Thorough knowledge of various project delivery methods including Design-Bid-Build, Design-Build, Integrated Project Delivery, Construction Management at Risk, as well as the CCDC suite of contracts.
- Thorough understanding of the importance of respecting the regional traditions and indigenous regulations towards a project.
- Strong project management skills, with the ability to lead large, complex projects from conception to completion.
- Strong analytical and problem-solving skills with the ability to make sound and timely decisions.
- Excellent communication and interpersonal skills, with the ability to effectively engage with a diverse range of stakeholders and partners.
- Strong financial acumen, with the ability to effectively manage budgets and resources.
- Ability to think strategically, develop and implement long-term plans, and make data-driven decisions.
- Ability to adapt to various situations that require openness, tactfulness and sensitivity.
- Ability to lead, motivate and direct teams of professionals, unionized staff, consultants and contractors.
- Ability to foster a culture of continuous learning and improvement to increase the efficiency and effectiveness of the team.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bachelor’s degree and/or advanced certification in Engineering, Facilities Management, Building or a capital project management-related field.
 - Project Management Certification or equivalent.
 - Minimum of eight years progressive responsibility working in facility planning, development and construction projects.
 - Experience managing in a unionized environment is an asset.
- OR**
- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours biweekly, with a compressed work week (9 day fortnight schedule). Some flexibility is required to work outside of regular working hours.

Salary: Salary range: \$135,562.17 - \$148,969.41*, as well as a comprehensive benefits package.
**2024 rates. Posting will be updated with 2025 rates once available.*

This is an exempt position and is excluded from Union membership.

[Click here to apply.](#) If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #25-20** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3



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As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.