

NEC Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education.

**Position Summary:**

The Building Manager is responsible for overseeing the maintenance, safety, and security of NEC buildings and campus grounds including supervising and scheduling janitorial, security and building service staff, documentation of maintenance activities and concerns, and coordination of contractors on site. This position ensures classroom/rental spaces are prepared for users and manages rental activities including client liaising, contract drafting, policy development and rental(s) scheduling. This position manages the building capital costs and rental revenues.

**Main Responsibilities:**

- Oversee, plan, evaluate, and operate the maintenance of all building equipment and systems (mechanical, electrical, security, waste, etc.), including a schedule for preventative maintenance.
- Ensure buildings and grounds are free of hazards, secure, and meet all regulations and requirements.
- Hire, train, supervise and schedule work for support staff as well as oversee work of on-site contractors including assisting with developing plans, monitoring progress, recommending changes.
- Manage and monitor janitorial schedules, coordinating additional casual workers, contractors, or suppliers when required.
- Supervise and support the work of BSW's to ensure elevated cleaning requirements following ongoing requirements and changes of the communicable Disease Plan.
- Draft rental agreements including determination of rental fees, informing renters of NEC policies and expectations.
- Oversee and evaluate tenant relations by reviewing/recommending leases and ensuring compliance.
- Contribute to policy development and monitor compliance in responsibility area.
- Work with the Management team to ensure all facilities are in working order for day-to-day operations and special events, including working with the Joint Occupational Health and Safety (JOHS) Committee and with Finance on project progress, invoicing, and payments.
- Manage product and service providers and negotiate consolidation of services suited to NEC's needs
- Establish and implement a system for work orders for maintenance and repairs.
- Create a system for inventory management, ordering, storage and rotation of goods.
- Some physical demands expected.

**Minimum Qualifications:**

- Grade 12 or equivalent technical training in building maintenance, and at least three years' experience in maintaining and managing all building services utilizing in-house staff and contractors OR equivalent combination of education and experience considered.
- Certification in construction, trades, business, or facilities management preferred.
- Rental/contract administration, financial experience and computer skills are expected.
- Demonstrated ability to hire and supervise staff and develop work plans.
- Excellent communication and multitasking skills including a demonstrated understanding of Indigenous values, and local protocol.

**Terms:**

Appointment to this full-time, permanent position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. NEC encourages applicants from equity seeking groups to apply, although Indigenous ancestry is preferred.

<b>Closing Date:</b>	Open until filled
<b>Start/End Date:</b>	As soon as possible.
<b>Hours:</b>	35 hours per week
<b>Salary:</b>	<b>Based on skills, training and experience</b>

**Application Details:**

Please submit your resume, contact information for three references from related work experience and a cover letter outlining your interest and detailing how you meet the above qualifications. This position is open to male and female applicants. Only short-listed applicants will be contacted. Address your application to:

A. Kai, Director of Operations  
NEC Native Education College Vancouver, BC

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E-mail: [akai@necvancouver.org](mailto:akai@necvancouver.org)