

**Building Manager**

Full-time

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 plan the work for maintenance staff
- Oversee work of contractors and lead the development of plans, monitor progress, recommend changes or upgrades
- Manage and monitor janitorial schedules, coordinating additional casual workers, contractors, or suppliers when required.
- Oversee rentals including rental agreements, planning, setup and tear down of rentals.
- Contribute to policy development and monitor compliance in area of oversight.
- Ensure all facilities are in working order for day-to-day operations and special events
- Work on the Joint Occupational Health and Safety (JOHS) Committee and with Finance on project progress, budgeting, invoicing, and payments.
- Manage vendors 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.
- Physical work is expected.
- Write regular reports on work planning and progress, meet with Senior Executive Management regularly to discuss issues and needs.

**Preferred Qualifications:**

- Grade 12 or equivalent technical training in building maintenance, and at least three years' experience in maintaining and managing all building services 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, excluded position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. We welcome applicants from equity seeking groups to apply, although Indigenous ancestry is preferred.

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| <b>Closing Date:</b>   | Open Until Filled              |
| <b>Start/End Date:</b> | Early January 2023             |
| <b>Hours:</b>          | 35 hrs/wk,                     |
| <b>Salary:</b>         | Based on Skills and Experience |

**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. NEC encourages applications from members of equity-seeking groups. Only short-listed applicants will be contacted. Address your application to:

|                              |                                 |  |
|------------------------------|---------------------------------|--|
| C. Thomas                    | 285 East 5 <sup>th</sup> Avenue |  |
| NEC Native Education College | Vancouver, BC V5T 1H2           | E-mail: <a href="mailto:cthomas@necvancouver.org">cthomas@necvancouver.org</a> |