



Employment Opportunity

Position Title	Facilities Lead
Wage range	Commensurate on qualifications & experience
Location	Stzuminus Schools, Shell Beach Road, Ladysmith BC
Reporting to	SES Superintendent
Weekly schedule	Monday - Friday
Hours/Day	8 hours; flexibility required based on work demands
Employment type	Full time employment : Year-round calendar

Stz'uminus Education Society

We provide learning opportunities for all ages, from infancy through to elder years, through our dynamic and integrated programs: Nutsumat Lelum, Stz'uminus Primary School, Stz'uminus Community School, Post-Secondary & Continuing Education, Land-based Learning, Year 13/adults, Career Planning and job readiness.

Position summary

SES is looking for a Facilities Lead. This role will support staff, students and the community through the overall management of School Maintenance operations, grounds and facilities.

The position

- Manage the maintenance, development, performance and delivery of the facilities to the school to produce an efficient service and delivery solution, maximizing performance & profitability against pre-agreed targets.
- Responsibility to adhere to budgets and plan to maximize cost effectiveness
- Assist Superintendent in achieving maximum internal and external customer satisfaction in accordance with SES plans
- Maintain responsibility for performing all duties in compliance with related legal/statutory, regulations, professional duties, responsibilities and obligations.
- Manage, direct and monitor facilities activities and the overall maintenance performance of SES Buildings for increase efficiency and safety
- Maintain and improve mechanisms for the provision of facilities, including surveying and measuring the process, outcomes and profitability and disseminate feedback to the appropriate internal entities
- Utilize agreed systems to manage facilities functions, analysis and documenting
- Support to all other departments with facilities related needs
- Submits Facilities Maintenance Reports (content and format as agreed) monthly or as otherwise required

- Manage and maintain contact with internal and external clients/customers
- Set an example for team members of commitment, facilities knowledge, work ethics and habits and personal character
- Responsibly use resources and control expenses to meet budgetary controls
- Interact and co-operate with all SES staff, its suppliers and customers
- Subject to agreed criteria, recruitment, training, set action and targets, appraise and manage performance, development, coaching and general support of all team members to ensure targets are met
- You are responsible for your allocated workload and must meet all targets as agreed with your Superintendent. This role must contribute towards the smooth running of all SES facilities and buildings.
- Expected to collaborate with Stz'uminus First Nation for renovations and large projects, funded via ACRS or other external funding, and co-manage to ensure we meet educational /student needs.

What you bring

- Minimum of 5 years' experience of successful facilities management experience
- Strong organizational skills, attention to detail, and ability to prioritize multiple projects
- Possess an understanding and basic skills in electrical, heating/cooling systems, ventilation, and plumbing, and a basic knowledge of safety codes and regulations
- Ability to communicate effectively with staff at different levels of the organization
- Vendor management experience preferred
- Positive Verbal and written communication
- Physical agility to frequently lift 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, stand, walk and reach overhead.
- Must be able to ascend and descend stairs and uneven terrain.
- Work in and exposed to outdoor weather elements
- Awareness of Trauma informed wellness for self and others
- Ability to clear a Criminal record check

***To explore how we might work together,
we invite your application via careers@stzuminus.com
Open until filled (only those shortlisted will be contacted for an interview)***

