

Reporting to and under the direction of the CAO, this exempt management position is responsible for the Village's asset management plan, ensuring that Village facilities are being maintained, and, first and foremost, responsible for obtaining capital grants for completion of projects. The Manager is responsible for reviewing current asset operating practices and providing options to the CAO to improve performance and/or reduce asset operational costs. The Manager is responsible for accomplishing departmental infrastructure objectives and goals.

Responsible for asset management of all Village infrastructure, including:

- **Public Works infrastructure**
- **The Nakusp & District Sports Complex**
- **Nakusp Marina**
- **Nakusp Hot Springs**
- **Emergency Services Building**
- **Village Office Building**

In addition, the Manager of Facilities will perform limited Human Resources duties. The Manager of Facilities will be responsible to provide conflict resolution between union employees. If a Supervisor is unable to resolve a conflict with an employee or requires disciplinary action to be taken, not including a verbal warning, the Manager of Facilities will investigate and determine a course of action. Any recommendation to suspend or terminate an employee will be reported to the CAO and is at the sole discretion of the CAO.

JOB DUTIES:

- Plans, organizes, and oversees capital construction projects for all Village infrastructure and facilities;
- Prioritizes capital infrastructure replacement plans, consistent with the Village's Asset Management Plan;
- Oversees the installation, maintenance, and repair of all Village facilities, including electrical and mechanical systems;
- Provides a draft capital budget to the Director of Finance annually;
- Ensures processes and procedures are in place to transition capital projects from implementation phase to operations phase;
- Manages and administers contract documentation including correspondence, plans and specifications, approval documentation, contractual notices, and invoices;
- Ensures that projects in the planning design or construction phases are compatible with existing and planned building systems and maintenance protocols;
- Reviews and approves engineering drawings for all department construction works;
- Develops specifications and bid documents for all designs, construction, and maintenance projects;
- Recommends contract awards and negotiates contract provisions; and coordinates, reviews, and approves contractor performance;
- Reviews and advises on all development plans and permits submitted for work on Village right-of-way;
- Researches the availability of grants, subsidies, and other forms of funding and ensures eligibility, scheduling/timing and implementation requirements are fulfilled;
- Obtains and provides expert advice to assist with capital grant applications, managing grant requirements, and final reports;

- Administers the occupational health and safety program to ensure compliance with legislative requirements of the municipality and workers' compensation legislation and regulations;
- Provides oversight to ensure that all facilities are compliant with legislative requirements such as, but not limited to, Technical BC, WorkSafeBC, etc.;
- Develops and puts into use schedules and procedures for safety inspections and preventive maintenance programs;
- Provides monthly reports to the CAO for consideration of Council;
- Provides conflict resolution between union employees, including investigating conflicts and determining the appropriate course of action. Any recommendation to suspend or terminate an employee will be reported to the CAO and is at the sole discretion of the CAO;
- Attends Council and Council Committee meetings when required;
- Represents the employer as a member of the Bargaining Committee for the Collective Agreement and of the Labour Management committee;
- Updates and implements COVID orders in all Village facilities; and
- Other duties assigned by the CAO

NOTE: The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally or temporarily to be performed.

The incumbent may encounter information associated with the privacy of individuals or that is sensitive in nature; accordingly, confidentiality must be always maintained.

REQUIREMENTS:

- Bachelor's degree in facility management, engineering, business administration or relevant field
- A minimum of five years' experience in construction, maintenance and project management;
- Must possess exceptional grant writing skills and experienced with completing applications for capital grants;
- Successful experience in developing short and long-term plans;
- Proven ability to manage projects on budget and on time;
- Proven ability to establish and maintain effective work relationships and demonstrate skill and aptitude in dispute resolution;
- Proven ability to plan, organize and implement preventative maintenance programs;
- Ability to work under pressure and tight deadlines;
- Ability to seek and innovative solutions for problems and exercise judgement and action in performance of all duties;
- Demonstrated computer skills in Microsoft Office suite, including Outlook, Word, and Excel;
- Thorough knowledge of WorkSafe BC and BC Building Code regulations;
- Valid BC Driver's License;
- Local government experience not a requirement but considered an asset.