



FACILITIES MANAGEMENT PROGRAM PLANNER

Lands and Facilities FACILITIES

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

The closing date has been extended until the position is filled. New applications welcome!

Competition No: 2024-293

This is administrative and technical work related to the development, maintenance and implementation of the City's facilities maintenance program. An incumbent of this class develops the preventive maintenance and repair program; prepares facility condition assessments and preventive maintenance schedules for all City building structures, fixtures and ancillary equipment through site inspection and audits, investigation, research and analysis. Prepares requests for proposals (RFP) and requests for quotes (RFQ) and provides to Purchasing staff for the bid process; reviews and evaluates submissions and recommends hiring of consultants and contractors and oversees work of same. A Facilities Management Program Planner prepares long-term life cycle cost analyses for key building components and makes recommendations on capital replacement schedule for the purposes of budget planning; researches and compiles information related to costing and facility use changes; and receives, logs, tracks and compiles capital requests from city departments. Other responsibilities include tracking the progress of projects carried out by other staff and/or contractors; drafting design sketches and layouts; researching and estimating material and labour costs; preparing and distributing scope of work documentation while approving or rejecting completed work and authorizing payments. Liaises, collaborates and consults with facility management colleagues, users and managers in the development of future improvement programs and schedules; establishes and maintains effective working relationships with staff and external contacts; develops, prepares and maintains a variety of records, reports and databases related to the work. Performs related work as required.

Qualifications include a diploma program in building or architectural technology including or supplemented by related courses, plus sound related experience, or an equivalent combination of training and experience. Thorough knowledge of the preventive maintenance program, methods, materials, and equipment related to building structures, fixtures and ancillary equipment along with the knowledge of the bylaws, codes and regulations related to buildings and ancillary equipment and of departmental policies and procedures applicable to the work performed. An incumbent will have considerable knowledge of the methods, practices and materials used in construction of facilities, and costing methods and procedures applicable to building and support system maintenance, repair, renovation and alteration; knowledge of facility condition assessment guidelines and standards and of engineering drafting methods and practices. In addition, working knowledge of the methods and procedures used in preparing specifications. Ability to inspect all City buildings and ancillary equipment for signs of deterioration; to prepare, monitor and control project, operating budgets, time and material requirements along with the costs for preventive maintenance and repair of all City buildings and ancillary equipment. Experience with Asset Management Software (VFA) and CMMS (Computerized Maintenance Management Systems). Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to provide advice, information and recommendations to same; and maintain records, reports, correspondence and various other material related to the work. A Driver's licence of British Columbia is required.

- SALARY:** \$7,383 – 7,691 – 8,013 – 8,364 – 8,719/month (Pay Grade 24)
- STATUS:** Regular Full Time
- LOCATION:** Deer Lake 2
- SCHEDULE:** 40 hours weekly; Monday to Friday from 7:00 AM – 3:30 PM
- SPECIAL NOTES:** Subject to Note 'B' and 'P' of Schedule 'B' of the CUPE 23 Inside Division Collective Agreement

At the City of Burnaby, we are committed to fostering an inclusive and diverse workforce that authentically mirrors the vibrant community we proudly serve. We consistently embrace diversity and endeavor to build an inclusive workforce that celebrates the richness of our community. We warmly welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to join us in shaping a more vibrant and equitable future together.

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.

Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online. We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Reference: 50005211

Apply online at www.burnaby.ca/careers

City of Burnaby
People and Culture
4949 Canada Way
Burnaby BC V5G 1M2

