

## POSITION PROFILE

### JOB INFORMATION

<b>Job Title</b>	Facility Manager
<b>Organization</b>	Volleyball BC
<b>Reports to</b>	CEO
<b>Work Type</b>	15-month contract, 1.0 FTE (40 hours per week)
<b>Contract Term</b>	Mid-January 2022 – May 2023
<b>Closing Date</b>	Competition will remain open until position is filled
<b>Salary</b>	Will commensurate with experience

### JOB OVERVIEW

Volleyball BC is the provincial sport governing body that actively encourages participation and fosters the development of volleyball in BC. The head offices are based at the Harry Jerome Sports Centre (HJSC) located in Burnaby, BC.

We are seeking a qualified and multi-faceted Facility Manager to fill this temporary contract, which will be based at our head offices in Burnaby. Under the direction of the CEO, the Facility Manager is responsible for ensuring efficient and safe operations of the HJSC, which is a 53,000 sq. ft. recreational facility with an air-supported dome roof. The facility includes an indoor wooden cycling track and six volleyball courts, and offers year-round programming 7 days a week. The Facility Manager provides leadership in all aspects of facilities management including planning, safety, security, maintenance, operations, contract management, and emergency management. Additionally, the Facility Manager oversees all facility staff and programming while managing a fiscally responsible budget.

The successful candidate will enjoy a dynamic work environment, which includes seasonal outdoor tasks such as roof and ground snow removal in the winter and general grounds maintenance during warmer months. The individual should be comfortable with facility administration including scheduling, managing staff and developing facility policies and procedures when required. This position is primarily a day-time role but the individual must be able to work evenings and weekends as required. There will also be on-call emergency hours.

### ROLES AND RESPONSIBILITIES

#### 1. Duties

- Ensure the continued, efficient, safe and reliable operation of the HJSC.
- Manage maintenance and repair activities including service providers (contracts and performance) and complete in-house repairs as required.
- Develop and maintain relationships with facility user groups while working to maximize facility utilization and associated revenue.
- Train staff to provide quality customer service to all patrons.
- Act as point of contact for emergencies and alarm calls outside operational hours and respond as required.
- Develop and implement capital project plans as required, including costing and budgets.
- Point of contact for facility scheduling and user groups.

## 2. Supervisory Responsibilities

- Hiring, management, scheduling, and evaluation of facility staff and contractors;
- Facility budget development and management;
- Responsible for the storage, maintenance, and inventory tracking of facility equipment and supplies.

## 3. Working Conditions

- Primary working location is indoors at HJSC in Burnaby;
  - Must reside within 35 - 40 minutes of the HJSC driving at posted speed limits due to the sensitive nature of the air-supported roof.
- Secondary working location is outdoors at HJSC in Burnaby;
  - Outdoor duties include grounds maintenance, ground and roof snow removal, general outdoor maintenance around building and parking lot.
- Required to occasionally travel in the Lower Mainland – access to personal vehicle is required.

## QUALIFICATIONS

### 1. Required Knowledge, Skills, Abilities:

- Strong understanding of building systems (i.e., HVAC, electrical, plumbing, etc.), preventative maintenance programs, and safety planning;
- Experience in developing and managing budgets, and ability to effectively negotiate and manage contracts;
- Ability to review, develop, and implement facility management best practices, policies, and processes;
- Experience in leading and managing a team;
- Knowledge of Microsoft Office and strong computer skills;
- Ability to work both independently and in a team under stressful and high-pressure situations;
- Very strong communication and interpersonal skills with the ability to provide excellent customer service;
- Excellent problem-solving and conflict resolution skills;
- Highly organized and proactive with superb time-management in a busy working environment;
- Must be physically fit and capable of physically demanding work such as snow removal in inclement weather.

### 2. Training and Experience:

- College, Trade, or Tech School Diploma (2 years) in a relevant field is required;
- Bachelor's Degree in a relevant field is preferred;
- Additional certifications and designations would be considered an asset (i.e., facility management or project management);
- 3 – 5 years of facility management experience in a multi-use facility is required;
- Previous experience with air-supported structure would be considered an asset;
- High angle rope and/or climbing experience is preferred;
- ATV operation experience is preferred.

### 3. Licenses, Certificates and Registrations:

- Valid Class 5 Drivers License issued in British Columbia required;
- Completion and maintenance of clear Criminal Record Check required;
- First-Aid and CPR training is considered an asset.

## APPLICATION DETAILS

Please forward resume, cover letter and salary expectations to [hire@volleyballbc.org](mailto:hire@volleyballbc.org). Competition will remain open until filled.

*We wish to thank all applicants for their interest; however only those invited to interview will be contacted.*