



## Job Posting

<b>Position:</b>	<b>MAINTENANCE MANAGER – Full-time position</b>
<b>Posting Date:</b>	<b>January 22, 2021</b>
<b>Application Deadline:</b>	<b>Until Filled</b>
<b>Start Date:</b>	<b>As soon as possible</b>

### Job Summary

The Victoria Conservatory of Music (VCM) is currently accepting applications for a full-time Maintenance Manager in the Facilities Department, serving the VCM's Downtown Victoria and Westhills - Langford locations. Reporting to the Chief Facilities Officer, the Maintenance Manager is responsible for planning, coordinating and directing all daily functions related to the building assets of the VCM and areas of oversight managed by the Facilities Department including the Maintenance, Custodial, & Security Divisions.

### Facility Maintenance / Repair & Cleaning

- Ensuring all preventive maintenance is properly scheduled and implemented
- General carpentry maintenance such as building repairs, patching, grouting, caulking, and painting
- Plumbing maintenance such as unblocking waste lines, replacing fixtures such as flush tank mechanisms, toilets, sinks and faucets
- Performing mechanical maintenance & inspections on equipment such as Heating Boilers, Air Handlers & HVAC systems
- Maintains and logs performance of fire safety and evacuation drills and audits, as well as the preventative maintenance program
- Plan, organize and implement facility services for all physical building assets and systems. Includes their upkeep and repair of all physical assets and systems of the Facilities Services Department as well as management of specialty and trade service contractors and the deferred maintenance schedule
- Performs electrical maintenance duties such as logging defective switches and receptacles, light fixtures, and managing electrical servicing
- Selects and manages contractors for maintenance services as required

### Managing Projects

- Assisting with the solicitation of competitive bids for supplies and services and evaluating vendors for best fit
- Ensure compliance with industry construction standards as directed by local, provincial, and national legislation
- Monitor the performance of suppliers and service providers on an on-going basis to ensure contract performance and VCM needs are met

### Team Leadership

- Lead and Manage the Facilities Team including coordinating Staff schedules with Departmental requirements
- Building a productive yet enjoyable work environment
- Assist with hiring and training staff as required
- Conduct performance reviews
- Ensure compliance to applicable safety requirements are met,
- Overseeing time management of staff



### **Departmental Support**

- Ensure that services are provided in a timely and cost-effective manner
- Monitor the budget and prepare reports as required
- Review and approve vendor purchases and submit to Chief facilities Officer in a timely manner
- Prepare reports or presentations as required for the Chief Facilities Officer
- Coordinate the deployment of departmental and VCM policies as it relates to Facilities Operations
- Stay up to date on best practices and manage the coordination and distribution of manuals and reports based on research conducted
- Support and co-operate with other VCM Departments as required
- Manage, support and coordinate on-call / after-hours emergency coverage as needed
- Provide hands-on support as needed by the department

### **Qualifications and Skills**

- Minimum of 4 years of relevant experience
- Can communicate effectively in the English language (both orally and written)
- Good health, physically able to perform the duties of the position
- Are willing and able to remain on site after normal working hours as required to handle any emergency maintenance situations (i.e. mechanical systems offline etc.)
- Experience utilizing Maintenance software (CMMS)
- Knowledge of computer programs including Microsoft Office Suite
- Formal training in supervisory responsibilities is an asset
- Facilities Management Professional (FMP) designation or equivalent is an asset
- Power Engineering with Boiler Endorsement designation is an asset
- Strong Safety leadership
- Valid BC Class 5 (min) Drivers licence

*A Criminal Record Check is required for this position*

### **Compensation**

Commensurate with experience; VCM provides a competitive benefit package.

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Resumes may be submitted by e-mail to:

Victoria Conservatory of Music  
ATTN: Martin Borg, Chief Facilities Officer  
900 Johnson Street  
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E-mail: [borg@vcm.bc.ca](mailto:borg@vcm.bc.ca)