

AVAILABLE POSITION

Manager of Property Services

Reporting to the Superintendent of Business, the Manager of Property Services is an organized, pragmatic and critical thinker who is able to manage competing priorities. The Manager of Property Services is responsible for providing leadership and direction for the safety, security, custodial and maintenance for all Board facilities. Additionally, the incumbent is responsible for the management of all capital projects and plant operating and capital budgets while ensuring that all board properties and facilities are maintained and operated to the appropriate standard, for both the short term and long term.

Key Responsibilities

- 1) Responsible for the provision of custodial, maintenance, cafeteria, courier and facility security services, maintaining a safe and healthy environment for students, staff and stakeholders.
- 2) Develop and maintain a five (5) year capital plan through relevant data and consultation with system stakeholders.
- 3) Responsible for the execution of the annual capital plan and overall management of capital projects and capital budgets (approx. \$11 Million annually).
- 4) Responsible for the overall management of non-capital maintenance projects using consultants, contractors, and internal maintenance staff.
- 5) Develop and implement a policy of standards for energy management for Board facilities.
- 6) Expected to develop and implement procedures required to ensure efficient and economical department operations and maintenance of the Board's facilities.
- 7) Represents corporate interests in Labour Relations, including contract negotiations, grievances/arbitrations/discipline, staffing, and relevant training and development.
- 8) Provides direct input to the planning of facility utilization, to optimize the Boards capital assets, while complying with regulations.
- 9) Manage joint use space agreements, leases, contracts and billings.
- 10) Ensure compliance with board policies, Ministry mandates, relevant legislation, regulations and codes.
- 11) Prepares detailed departmental (Plant & Maintenance) budgets (\$14 Million) and manages departmental operations to ensure budget compliance.
- 12) Travel to Board properties is required.

Qualifications

- 1) A relevant University Degree or College Diploma or a combination of experience, education and training.
- 2) Sound knowledge of related legislation including Ontario Building Code, Ontario Fire Code, Occupational Health and Safety Act, Accessibility for Ontarians Disability Act, municipal bylaws and planning standards.
- 3) A Facilities Management Certificate would be an asset.
- 4) Valid driver's license.

Experience

- 1) Relevant supervisory experience
- 2) A minimum of five (5) years of progressive related experience in a unionized environment.
- 3) Experience coordinating and managing trades and technical staff.
- 4) Demonstrated success in building an effective team by managing, evaluating and inspiring staff and partners
- 5) Experience in building maintenance processes.
- 6) Proven knowledge of building mechanical and electrical systems
- 7) Relevant project management experience including development, implementation, monitoring and completing projects on time and within budget.

A cover letter and detailed résumé, along with names and email addresses of two (2) references that may be contacted. References are to be listed on a **Reference Check Consent Form** that can be found on the Board's website under the Careers tab.

Applications are to be emailed to hr@lakeheadschoools.ca

Lakehead District School Board thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Offer of employment is conditional upon the successful candidate providing a current, original Police Record Check. This document does not need to be included in your application package.

Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act. If you require accommodation, please contact Human Resources at accommodation@lakeheadschoools.ca so that appropriate arrangements may be made.

The deadline for applications is **4:00pm on Friday, April 5, 2024.**