



# LOWER KOOTENAY BAND

830 Simon Road, Creston, BC V0B 1G2 Ph: 250.428.4428 Fax: 250.428.7686

## CAREER OPPORTUNITY

**POSITION TITLE:** Facilities and Operations Manager  
**CLASSIFICATION:** Full Time  
**TERM:** Permanent

### **POSITION SUMMARY**

Reporting to the Director of Operations, the Manager is the program lead for operational delivery of facilities. This position plays a leadership and governance role in the provision of building and property management, space planning, and accommodation management. The Manager, in collaboration with department heads and staff, will develop manuals and policies to ensure facilities management and associated Band initiatives are delivered in a consistent, efficient and effective manner.

This position is responsible for overseeing the management of the day-to-day activities for the assigned properties/facilities. The candidate must be able to organize and prioritize multiple tasks, effectively manage through stressful situations, and consistently make effective, high quality decisions. The candidate will have overall responsibility for developing budgets for facilities.

### **REPORTING**

This position reports to the Director of Operations.

### **DUTIES AND RESPONSIBILITIES**

- Develop and maintain an Asset Management System for community infrastructure
- Develop Maintenance Manuals for buildings, infrastructure and equipment
- Develop Occupational Health and Safety Manual including SWP and JSB
- Maintain the LKB Emergency Management Plan
- Manage staff and monitor performance
- Develop and sustain cooperative working relationships with internal staff, contractors, suppliers, and the public
- Develop and manage annual operating and capital expense budgets
- Develop and nurture a culture of safety, quality, service, performance, innovation, and consistency
- Coordinate the operational aspects of each property in a manner, which protects, maintains and improves the value of the Band's assets
- Ensure all site management and operations practices comply with regulations and standards
- Perform monthly reporting, forecasting and asset management on all sites
- Implement preventive, ongoing and anticipated maintenance/repair programs

### **POSITION QUALIFICATION**

- Undergraduate degree or 2-year college diploma plus management experience
- Professional license or certification is desired but not required
- Superior people management skills
- Superior client relationship management skills
- Ability to plan and manage within budget and time constraints
- Demonstrated proficiency with Excel; Word
- Knowledge of GIS software
- Excellent verbal and written communication
- Excellent organizational skills
- Ability to work without direct supervision



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- Self-motivated, professional and flexible
- Ability to solve problems effectively
- Time-management skills, able to work under pressure and manage tight deadlines
- Ability to handle multiple demands and competing priorities
- Ability to adapt to constant changes
- Class 5 driver's licence

Please submit your cover letter and resume marked "**confidential**" to:

**Director of Operations, Lower Kootenay Band**  
**830 Simon Rd., Creston, BC V0B 1G2**  
**Fax: 250-428-7686 Email: [lkbcoo@lowerkootenay.com](mailto:lkbcoo@lowerkootenay.com)**

**Closing Date:** March 18, 2019

**Start Date:** April 1, 2019

**Please note that only those selected for an interview will be contacted. Applications received after the closing date will not be considered.**