



LOWER KOOTENAY BAND

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

Job Title:	Facilities and Operations Superintendent	
Reports to: Ken White	Title: Facilities and Operations Manager	
Location: Office / Outdoors	Type of Position: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal _____ <input checked="" type="checkbox"/> Year Round <input type="checkbox"/> Contractor	Hours: 30 hours / week Start: 8:00 am Finish: 3:00 pm

Purpose:
The Facilities and Operations Superintendent ensures the optimal functionality, safety, and regulatory compliance of Lower Kootenay Band's public buildings, infrastructure, and facilities through strategic planning, effective leadership, and collaborative management.
Job Description:
The Facilities and Operations Superintendent collaborates with the Facilities and Operations Manager to develop and implement maintenance strategies for Lower Kootenay Band's public buildings, roads, water lines, schools, and facilities, ensuring optimal functionality and safety. This role involves leading staff, managing projects, overseeing daily operations, ensuring regulatory compliance, and fostering a culture of health, safety, and professional development.
Responsibilities and Duties:
<ul style="list-style-type: none">- Collaborate with the Facilities and Operations Manager to develop and implement strategies for maintaining Lower Kootenay Band public buildings, roads, water lines, schools, and facilities.- Lead staff, managing HR functions including recruitment, training, performance evaluation, and conflict resolution.- Delegate tasks to supervisors and maintenance staff, ensuring timely project completion.- Review ACRS reports to identify and address areas for improvement.- Align facilities and operations goals with broader organizational objectives in collaboration with other management departments.



- Coordinate housing projects with the Housing department to meet community needs.
- Attend meetings with stakeholders, community members, and external partners to provide updates and address concerns.
- Develop and maintain manuals and policies for buildings, infrastructure, and equipment, ensuring regulatory compliance.
- Promote health and safety, providing training, resources, and enforcing PPE use.
- Develop and manage budgets for facilities and operations.
- Oversee daily management activities for properties and facilities, including maintenance, repairs, and vendor management.
- Ensure compliance with relevant regulations, codes, and standards, maintaining high safety and environmental responsibility.
- Implement maintenance and repair programs to extend asset lifespan and functionality.
- Conduct regular inspections to identify maintenance needs and safety hazards.
- Foster a collaborative and inclusive work environment that promotes teamwork and professional development.
- Plan and organize daily and weekly work priorities for the Maintenance Crew and Farm Workers.
- Ensure compliance with safety plans, meetings, PPE, and procedures.
- Plan and organize work priorities for the excavator and dump truck, coordinating with contractors and other departments as needed.
- Review and execute upcoming projects, including budget reviews, landscaping, and special event assistance.
- Mentor and support crew members, providing growth opportunities.
- Oversee specific crews and tasks, ensuring effective operations and timesheet management.



- Supervise farm staff and coordinate with the carpenter as necessary.
- Understand LKB General Ledger accounting and auditor requirements.
- Approve timesheets and expenditures and ensure proper allocation of costs.
- Initiate the approval process for purchases over \$1,000 and ensure Purchase Orders for purchases over \$3,500.

Qualifications / Requirements:

Skills

- Strong understanding of maintenance and operations principles
- Ability to effectively plan, execute, and oversee projects, delegating tasks, managing timelines and budgets, and ensuring successful completion.
- Exceptional leadership skills to inspire and motivate a diverse team, providing direction, guidance, and support in achieving organizational goals.
- Clear and effective communication skills
- Strong analytical and problem-solving abilities
- Strategic Thinking
- Skill in fostering a positive work culture, promoting teamwork, and cultivating a collaborative environment that encourages professional growth and development among staff members.
- Flexibility and adaptability to navigate changing priorities, evolving technologies, and unforeseen challenges in a dynamic work environment.

Education and Experience:

- Bachelor’s degree in project management, Business Administration, Engineering, or a related field
- Minimum 5 years experience in facilities management, carpentry, operations, or related field
- Minimum 3 years in a supervisory or leadership role
- Valid Drivers License

Created By: Matty Fedorowich	Title: Human Resource Manager
Date: May 2024	
Approved By: Heather Suttie	Title: Chief of Administration