

Facilities Division - Maintenance Planner

The Vancouver Board of Education is inviting applications for the position of Maintenance Planner – Facilities Division. A Maintenance Planner plans and schedules corrective, preventative, and Annual Facilities Grant (AFG) project maintenance work of employees in various classifications/jurisdictions, as well as working with outside contractors, and negotiating the terms of their work. Work includes identifying the essential and required components of building systems or equipment to be included in a preventative maintenance program and ensuring appropriate work packages are in place, scheduled and provided to the foreman for completion of the work.

The Planner will work with the Capital Asset Management System (CAMS) and the Computerized Maintenance Management System (CMMS) to develop prioritized programs, reports, and work plans to make the most efficient use of budget and manpower resources.

General Job Description:

- Research, and develop maintenance and AFG projects based on issues/trends identified within the CAMS data base.
- Collect and interpret statistical data related to maintenance and capital planning in the district to Strategically maximize effectiveness of repairs/replacements
- Recommend and report to the Manager of Maintenance on current budget and resources available to convert the district's asset management and maintenance strategy into workplace activities
- Manage the district's building systems audits, including the coordination of the audits, building systems review, and the data retrieval coordination with Provincial Agents.
- Supervise the work of outside contractors involved with various AFG projects
- Negotiate terms, conditions and scheduling of AFG project work
- Work with the managers of Planning and Facilities to coordinate work with capital projects
- Liaise with principals, managers, and outside agencies on work coordination and maintenance and capital asset issues.
- Ensure adherence to WCB and building code standards in designing work programs
- Improve planning, scheduling, purchasing, stores, data management and work in coordination with Cams and AFG related projects

Qualifications & Experience:

- Extensive knowledge of computer programs involved with Capital Asset Management Systems, including thorough understanding of Microsoft Excel, Word, and Asset Management programs – such as VFA

- Qualified in a building trade, or BCIT mechanical engineering technology, or equivalent experience and training
- Experience with maintenance planning in a large multi-trade organization
- Knowledge of building systems; (Cross-Jurisdictional)
- Experience with education facility construction processes
- Thorough understanding of Preventative and Routine Maintenance planning strategies

This position is exempt from union jurisdiction and offers a starting salary of \$66,717.

Please forward your resume to Pauline Killam, Human Resources, Vancouver Board of Education, 1580 W. Broadway, Vancouver, BC, V6J 5K8 or via e-mail to mgmtjobs@vsb.bc.ca quoting competition #PA090008 by Monday, March 15, 2010. Only those candidates selected for an interview will be contacted. To all others, thank you for your interest.

Please note: In accordance with the Criminal Records Review Act, selected candidates not currently employed by the Vancouver Board of Education must pay a \$20 fee and sign a release to permit a criminal record review. Employment with the Vancouver Board of Education is subject to passing this criminal record review.