

## Job Posting

### JOB INFORMATION

<b>Job Title</b>	Facility Manager
<b>Organization</b>	Volleyball BC
<b>Reports to</b>	Head of Operations
<b>Work Type</b>	Permanent, Full time (40 hours per week) On Site Work week will be determined by seasonal needs of the organization and facility.
<b>Compensation</b>	Volleyball BC offers a competitive salary, RRSP matching and benefits.
<b>Start Date</b>	September 25, 2023 or as soon as the candidate is available

### JOB OVERVIEW

Volleyball BC is the provincial sport governing body that actively encourages participation and fosters the development of volleyball in BC. The head offices are based at the Harry Jerome Sports Centre (HJSC) located in Burnaby, BC.

We are seeking a qualified and multi-faceted Facility Manager to be based at our head offices in Burnaby. Under the direction of the Head of Operations, the Facility Manager is responsible for ensuring efficient and safe operations of the HJSC, which is a 53,000 sq. ft. recreational facility with an air-supported dome roof. The facility includes an indoor wooden cycling track and six volleyball courts, and offers year-round programming 7 days a week. The Facility Manager provides leadership in all aspects of facilities management including planning, budgeting, safety, security, maintenance, operations, staffing, contract management, and emergency management. Additionally, the Facility Manager will support the Volleyball BC adult recreational programs that run at HJSC, assigning facility staff and providing excellent customer service for the successful delivery of programming.

The successful candidate will enjoy a dynamic work environment, which includes seasonal outdoor tasks such as roof and ground snow removal in the winter and general grounds maintenance during warmer months. The individual should be comfortable with facility administration including scheduling, managing staff and implementing facility policies and procedures when required. This position is primarily a day-time role but the individual must be able to work evenings and weekends as required. There will also be on-call emergency hours.

### ROLES AND RESPONSIBILITIES

#### 1. Duties

- Ensure the continued, efficient, safe and reliable operation of the HJSC.
- Recruit, train, and manage facility staff to provide quality customer service to all patrons.
- Act as point of contact for emergencies and alarm calls outside operational hours and respond as required.

- Support the development and implementation of capital project plans as required, including costing and budgets.
- Responsible for clearing snow from the dome roof and parking areas and walkways.
- Complete on-going maintenance tasks as required to ensure the continued operation of the facility.
- Implement and support the development of facility operational plans, policies and procedures, ensuring that all facility staff are aware, trained, and able to uphold them effectively.
- Lead the development of a preventative maintenance schedule, including managing external service providers.
- Assist in the coordination and administration of HJSC adult recreational leagues.
- Promote and manage facility rentals to maximize revenue and ensure the facility is consistently in use.

## **2. Supervisory Responsibilities**

- Hiring, management, scheduling, and evaluation of facility staff and contractors.
- Facility budget development and management.
- Responsible for the storage, maintenance, and inventory tracking of facility equipment and supplies.
- Ensure that user groups are adhering to facility codes of conduct, facility rules and procedures.
- Conduct yourself in a professional capacity and uphold the codes of conduct, policies and procedures of Volleyball BC.

## **3. Working Conditions**

- Primary working location is indoors at HJSC in Burnaby;
- Secondary working location is outdoors at HJSC in Burnaby;
- Outdoor duties include grounds maintenance, preventive winter maintenance (i.e. salting), ground and roof snow removal, general outdoor maintenance around building and parking lot.
- Required to occasionally travel in the Lower Mainland – access to personal vehicles is required.

## **QUALIFICATIONS**

### **1. Required Knowledge, Skills, and Abilities:**

- Strong understanding of facility management, building systems (i.e., HVAC, electrical, plumbing, etc.), preventative maintenance programs, and safety planning.
- Experience in developing and managing budgets, and ability to effectively negotiate and manage contracts.
- Ability to review, develop, and implement facility management best practices, policies, and processes.
- Experience in leading and managing a team.
- Knowledge of Microsoft Office and strong computer skills.
- Ability to work both independently and in a team under stressful and high-pressure situations.
- Very strong verbal and written communication and interpersonal skills with the ability to provide excellent customer service.
- Excellent problem-solving and conflict resolution skills.
- Highly organized and proactive with superb time-management in a busy working environment;
- Must be physically fit and capable of physically demanding work such as snow removal in inclement weather.

### **2. Training and Experience:**

- College, Trade, or Tech School Diploma (2 years) in a relevant field is required.
- Bachelor's Degree in a relevant field is preferred.

- Additional certifications and designations would be considered an asset (i.e., facility management or project management).
- 3 – 5 years of facility management experience in a multi-use facility is required.
- Previous experience with air-supported structure is considered an asset.
- High angle rope and/or climbing experience is preferred.
- ATV operation experience is preferred.

### 3. Licenses, Certificates and Registrations:

- Valid Class 5 Drivers License issued in British Columbia required.
- Completion and maintenance of clear Criminal Record Check required.
- First-Aid and CPR training is considered an asset.
- Additional training and certifications such as a trade, construction or work safe safety is considered an asset.

### APPLICATION DETAILS

Application deadline: September 15, 2023

Please forward a cover letter and resume to Nicole Robb, at the contact information below. Please include any relevant certifications in your application package.

Nicole Robb  
Head of Operations  
[nrobb@volleyballbc.org](mailto:nrobb@volleyballbc.org)

*We wish to thank all applicants for their interest; however only those invited to interview will be contacted.*