

JOB PROFILE

Position #130283

TITLE: FACILITIES COORDINATOR**CLASSIFICATION: AO 18****SUPERVISOR TITLE: FACILITIES MANAGER****SUPERVISOR POSITION #: 53346****DEPARTMENT: CRB PROJECT AND PROPERTY MANAGEMENT**

CONTEXT

The Royal BC Museum is situated on the territories of the Lekwungen People, known today as the Songhees and Xwsepsum First Nations.

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of British Columbia, and provides for a dynamic forum for discussion and a place for cultural reflection.

The RBCM, which includes the provincial archives, is undergoing re-imagination. Re-imagination is a complex, transformational process that not only impacts the museum's physical presence and facilities, but also requires the museum team to undergo adaptive and technical organizational changes.

As an institution that encourages gathering, learning, critical thinking, self-reflection and thought-provoking experiences for people of all ages, modernization demands that the museum evolve and remain relevant to the communities it serves and in doing so, the team must embody and exemplify a commitment to:

- being accountable for our individual and collective learning and embracing informed, values-based ways of working that honours diversity, inclusivity, accessibility and equity such that this commitment is evident in our interactions and relations with one another internally, and also with visitors, the public, our industry and business partners, and our community stakeholders.
- being a place where diverse peoples and communities of British Columbia feel welcome in the museum and supported as they tell their truths and share the lived experiences of their current and past generations.
- honouring and presenting an authentic human history that represents a vibrant, diverse province that exists today, which is central to RBCM's transformation.
- incorporating an informed and values-based adoption, dissemination and implementation of Truth and Reconciliation principles, DRIPA and the province's DRIPA Action Plan.
- being a centre of respectful, inclusive, self-motivated, team-focused collaboration.

RBCM has over 7 million objects and specimens and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. Through research, learning, outreach and community engagement, we strive to broaden understanding about our province and inspire curiosity and wonder.

DEPARTMENT OVERVIEW

The Facilities Department develops, manages, implements and evaluates all work related to the internal and external physical infrastructure and all related equipment of the buildings and property. Facilities negotiates and manages specialized third-party service contracts directly with the suppliers and service providers including but not limited to property management programs, heating/ventilating/air conditioning, electrical, elevators, plumbing, janitorial, telecommunications, corporate vehicles, shipping/receiving, furniture and equipment acquisitions and disposal, landscaping, janitorial services, sustainability programs and asset management.

The complex precinct includes: Royal BC Museum (Exhibitions Building), BC Archives, Fannin Curatorial Tower, Helmcken House, Netherlands Carillon, St. Ann's Schoolhouse, Thunderbird Park, and Mungo Martin House and offsite warehouse. The complex is located on Victoria's inner harbour, and is bounded by Government, Belleville and Douglas Streets (3/4 city block).

JOB OVERVIEW

Under the general direction of the Facilities Manager the Facilities Coordinator leads accommodation and infrastructure projects, such as HVAC, electrical and escalator maintenance and acting as primary contact for all external contractors and:

- provides daily facilities maintenance and operations support to all buildings and property owned or leased by the Organization, including managing facilities contractors (construction, plumbing, electrical, HVAC, janitorial, fire/life safety, etc.) as required
- is responsible for telecommunications, wireless, vehicle maintenance
- liaise with preventive maintenance contractors, landscaping contractors, recycling, cleaners, engineers, consultants, and office equipment purchase, maintenance and repair for the RBCM

ACCOUNTABILITIES

- Leads accommodation projects such as office relocations, renovations, and new construction
- Plans and executes all assigned site changes, renovations, additions, and moves, and will lead and direct the work of contractors for assigned facilities related projects (i.e., internal moves, renovation, new construction (roof, flooring etc.); including the ability to read blueprints, drawings etc.;
- Develops procedures and guidelines for facilities management;
- Reaches agreement with staff and local suppliers regarding improvements, relocation, lease renewals;
- Ensures facilities plans and projects comply with safety, security and environmental standards;
- Conducts space planning by preparing space design options, colour schemes, recommending suitability furniture and equipment;
- Maintains blue print and construction record archives for all RBCM properties;

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- Regularly inspects the Royal BC Museum site (including daily building inspections); notes any maintenance or repair issues; generates work orders, and manages and directs contractors and service providers who are brought in to perform the work;
- Liaises with vendors, repair services, service contractors, consultants, regulatory authorities and agencies (including building, fire, elevator inspectors) and other companies to ensure work undertaken is completed to the RBCM's satisfaction;
- Arranges for periodic and routine maintenance on all HVAC equipment and electrical and lighting systems;
- Arranges for cleaning, restoration, painting and/or replacing flooring, furniture, ceiling tiles, grids, doors, glass, dry-wall or other projects and specific building infrastructure components;
- Arranges for the installation of all artwork, dry boards, bulletin boards, and related wall hangings and other equipment (i.e., filing cabinets) to meet seismic safety standards;
- Coordinates regular vehicle maintenance;
- Manages monthly cleaning and complete regular site inspections at the Royal BC Museum's warehouse;
- Implements assigned maintenance functions from the annual maintenance plan for the Royal BC Museum complex;
- Coordinates hazardous materials plans and required abatements, including asbestos and lead paint; and
- Support and implement ongoing and new sustainability initiatives.
- Providing support for the facility and gallery rental program.
- Performs other related duties as required, including Property Management and Site Development records management and processing/tracking expenses/invoices.

JOB REQUIREMENTS

Education and Experience

Post-secondary coursework in facilities management, property management, project management, OR combination of education and experience in this field.

Preference may be given to applicants with one or more of the following:

- Understanding of purchasing procedures and contract administration;
- Knowledge of building, construction and utilities regulations/codes, standards as well as BC Fire Code Regulations, worker safety and hazardous materials regulations;
- Thorough knowledge of facilities and capital planning, property management, leasing practices and security and understanding of financial (budget, procurement, accounting) policies and procedures.

Knowledge, Skills and Abilities

- Ability to read architectural and engineering drawings
- Ability to use manual and power tools and equipment (forklift)
- Must be able to lift up to 50 lbs. on a regular basis using appropriate equipment and tools.
- Computer skills including knowledge of standard Microsoft office software (word, excel)

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- Excellent organizational skills
- Excellent verbal and written communication skills
- Valid Class 5 or 7 B.C Driver's License

PROVISO

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the organization **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

BEHAVIOURAL COMPETENCIES

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Cultural Agility** – is the ability to work respectfully, knowledgeably and effectively with Aboriginal people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a person shift in perspective.

Job Family:

Job Stream: n/a

PSA Approved Date: