

Position Identification			
<b>Position Title</b>	Manager, Facilities Maintenance		
<b>Position Replaces</b>	N/A		
<b>Position Level</b>	Manager	<b>Position Code</b>	1139
<b>Pay Band</b>	Exempt Band 5	<b>Revision Date</b>	Jun-25
<b>Supervisor Title</b>	Director, Victoria Service Delivery	<b>Sup. Position Code</b>	1951
<b>Additional Requirement</b>	CRC	N/A	
<b>Exclusion Rationale</b>	On File	<b>On-Site Requirement</b>	4 days/ week
<b>Division</b>	Operations		

Organizational Description
<p>BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.</p> <p><b>Our Mission:</b> Delivering transportation services you can rely on</p>

Department Summary
<p>The Victoria Regional Transit System (VRTS) is responsible for the delivery of transit service within Victoria. The VRTS operates 24/7 and 365 days per year with the main objective of ensuring safe, reliable and a customer centric service that consistently meets expectations.</p> <p>The Facilities Team maintains transit facilities – including our two main transit centres - and manages on-road infrastructures. Their focus is on ensuring safe, well maintained facilities for all BC Transit employees.</p>

Job Overview
<p>Reporting to the Director, Victoria Maintenance, the Manager, Facilities Maintenance is responsible for leading the development and execution of a comprehensive facilities management program for all operations and maintenance (O&amp;M), exchanges, and associated equipment, either leased or owned by BC Transit – within the Victoria Regional Transit System (VRTS). This includes oversight of preventive and predictive maintenance, corrective repairs, contractor performance, budgeting, team leadership, and support for environmental and capital renewal initiatives to ensure safe, sustainable, and efficient transit infrastructure.</p>

<b>Key Accountabilities and Expectations</b>	
<b>Key Accountability</b>	<b>Expectation</b>
<b>Facilities Maintenance Program Management</b>	<ul style="list-style-type: none"> <li>• Lead the planning, development, and implementation of the facilities management program, including preventative/predictive maintenance and corrective repairs for all operations and maintenance (O&amp;M) facilities, exchanges, and equipment – leased or owned – throughout the VRTS</li> <li>• Design, implement and monitor programs and plans for preventative maintenance, equipment replacement asset life cycle management, and energy efficiency for all facilities</li> <li>• Develops long range maintenance plans for each facility, establishing annual priorities for an efficient preventative maintenance program</li> <li>• Investigates and resolve issues concerning the maintenance and repair of facilities and bus stops, ensuring a customer-focused and timely response</li> <li>• Ensure compliance with all applicable legislation, codes, and standards (e.g., WorksafeBC, fire codes, building codes)</li> </ul>
<b>Capital and Project Oversight</b>	<ul style="list-style-type: none"> <li>• Provide oversight and technical input for infrastructure-related capital projects to ensure alignment with operational needs and maintenance standards</li> <li>• Ensure coordination of capital work with facility maintenance schedules to minimize disruptions and optimize delivery</li> </ul>
<b>Environmental and Sustainability</b>	<ul style="list-style-type: none"> <li>• Provides support to corporate environmental initiatives and programs</li> <li>• Monitor compliance with environmental regulations and standards across all facilities</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Oversees Facilities team, including selection, scheduling, work assignment and review.</li> <li>• Provides leadership, coaching, support and performance management of direct reports ensuring their performance aligns with BC Transit values</li> <li>• Support employees in achieving their professional growth goals by aligning their career aspirations with organizational objectives, identifying skill gaps and fostering employee engagement within the organization</li> </ul>
<b>Budget and Financial Management</b>	<ul style="list-style-type: none"> <li>• Manages department annual budget, ensuring it aligns with organizational goals</li> <li>• Monitor and control departmental expenditures to ensure adherence to the approved budget</li> </ul>

<b>Vendor and Contract Management</b>	<ul style="list-style-type: none"> <li>• Manage, prioritize, and directs the scheduling and work activities of outside service providers and contractors</li> <li>• Collaborate with Procurement to develop, negotiate, and manage, multi-year contracts for maintenance services, equipment supply and construction</li> <li>• Ensure all vendors comply with BC Transit protocols, safety standards, and site access requirements before and during on-site visits</li> <li>• Implement performance tracking and quality assurance for vendor-delivered work</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Monitor the self-serve reporting platform for VRTS O&amp;M facility repair and maintenance issues, enabling efficient issue tracking and resolution</li> <li>• Leverage data and reporting tools to drive decision-making, track performance, and identify opportunities for cost savings and operational improvements</li> <li>• Continuously evaluate and recommend new technology or systems to support predictive maintenance and asset tracking</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Act as the primary point of contact for facility-related inquiries or escalations within the VRTS</li> <li>• Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>

<b>Summary of Qualifications and Job Specific Competencies</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Post secondary diploma in a related field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Five (5) years management/ supervisory experience in facilities management or a related field</li> <li>• Demonstrated understanding of building maintenance and operations (services, heating, electrical, plumbing, etc.) with an exceptional mechanical aptitude.</li> <li>• Strong working knowledge of preventive maintenance and repair practices with proven ability to effectively organize, manage and monitor staff, contractors, consultants and expenditures for maintenance projects</li> <li>• Knowledge of the concepts, practices and techniques of commercial facility construction and maintenance</li> <li>• Knowledge of corporate strategies, functions and programs</li> <li>• Planning and coordination skills to develop and oversees a variety of programs</li> <li>• An equivalent combination of education, training and experience may be considered</li> </ul>

<p><b>Key job-specific competencies</b></p>	<ul style="list-style-type: none"> <li>• Communication and interpersonal skills to provide subject matter expertise to all levels of staff and Executive and to a variety of external partners, stakeholders and industry representatives</li> <li>• Problem-solving and decision-making skills to handle issue resolution on matters pertaining to safety/maintenance of facilities</li> <li>• Research and analytical skills to identify best practices and to perform budget and cost-related analysis</li> <li>• A safety mindset focused on ensuring the well-being of all employee</li> </ul>
<p><b>Willingness Statement</b></p>	<ul style="list-style-type: none"> <li>• The position requires flexibility, as the incumbent may be required to work irregular or extended hours—particularly during building-related emergencies, maintenance issues, infrastructure failures, or facility support for special events—to ensure timely resolution and maintain operational continuity</li> </ul>