

Position Identification

Position Title	Supervisor, Facilities Technical Services		
Position Replaces	N/A		
Position Level	Supervisor	Position Code	1435
Pay Band	Exempt Band 5	Date (last revised)	Aug-26
Supervisor Title	Manager, Facilities Management	Sup. Position Code	1072
Additional Requirement	CRC	N/A	
Exclusion Rationale	On File	On-Site Requirement	1 day/ week
Division	Asset Management		

Organizational Description

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.

Our Mission: Delivering transportation services you can rely on

Department Summary

Infrastructure Management is accountable for the delivery, technical governance, and lifecycle stewardship of infrastructure and fixed assets (owned or leased) across the province. The department ensures infrastructure projects are planned, delivered, operated, and maintained in a manner that is safe, reliable, sustainable, and aligned with operational requirements. This includes oversight of business readiness, technical standards, asset condition and performance, and coordination with interested parties to support the long-term functionality and sustainment of infrastructure assets.

Job Overview

Reporting to the Manager, Facilities Management, the Supervisor, Facilities Technical Services is responsible for the administration, implementation, and continuous improvement of provincial facilities maintenance and inspection programs, maintenance standards, and technical support services across BC Transit's provincially owned and leased facilities and fixed assets.

The role leads the Facilities Technical Services team and is accountable for the operational effectiveness of maintenance and inspection programs, including contractor and service provider

performance, compliance monitoring, corrective action management, and budget administration within delegated authority.

The position provides technical program leadership and operational oversight to support asset reliability, regulatory compliance, lifecycle performance, and operational continuity across BC Transit's distributed operating environment.

Key Accountabilities and Expectations

Key Accountability	Expectation
Maintenance Programs & Technical Standards	• Accountable for the administration and operational effectiveness of provincial facilities maintenance programs • Leads the continuous improvement of maintenance standards, maintenance procedures, inspection protocols, and technical requirements • Interprets and apply provincial facilities maintenance standards and provides direction regarding their implementation. • Recommends enhancements to maintenance programs, standards, and service delivery practices to improve performance, compliance, and asset reliability • Leads the operational implementation and consistent application of approved facilities maintenance standards, specifications, and technical requirements across all BC Transit properties • Coordinates the delivery and continuous improvement of the corporate Preventative Maintenance Program, including maintenance tasks, frequencies, procedures, and supporting documentation • Reviews and endorses proposed changes to maintenance standards, procedures, and technical requirements prepared by team members, and recommends material changes to the Manager • Monitors program effectiveness and ensure technical issues affecting asset reliability, maintainability, and lifecycle performance are investigated and addressed or escalated
Inspection, Compliance & Performance Monitoring	• Leads the administration of the provincial facilities inspection program, including inspection planning, scheduling, prioritization, quality assurance, and corrective action follow-up • Reviews inspection findings, technical assessments, performance information, and recommended corrective actions • Reviews and endorses inspection reports and ensures significant deficiencies, risks, and required corrective actions are appropriately identified. • Monitors compliance with approved maintenance standards, contractual requirements, and applicable regulatory requirements.

	• Tracks program performance using approved measures, key performance indicators (KPIs), trend analysis, and reporting frameworks • Assigns corrective-action follow-up and monitors the completion and effectiveness of corrective actions • Escalates significant compliance, safety, operational, financial, or asset risks to the Manager • Prepares or reviews consolidated program reports, performance information, and recommendations for management consideration
Operational & Technical Support	• Establishes priorities for technical and operational support provided to internal teams, operating companies, local government partners, and service providers • Coordinates the investigation and resolution of complex maintenance, facility, and asset performance issues • Reviews technical analyses and recommendations prepared by team members and determines the appropriate response or escalation • Coordinates technical support for the commissioning, operational readiness, and handover of new or upgraded facilities and fixed assets • Ensures maintenance, asset information, warranty, documentation, and training requirements are addressed during operational handover • Provides operational direction regarding maintenance priorities, inspection outcomes, corrective actions, and program requirements to operating companies, contractors, and service providers
Asset Management and Lifecycle Planning	• Coordinates technical input into facility and fixed-asset lifecycle strategies, condition assessments, and long-term capital planning • Reviews asset performance information, reliability analyses, lifecycle assessments, and replacement recommendations • Identifies recurring failures, emerging risks, obsolescence concerns, and lifecycle pressures • Supports the prioritization of asset repairs, modifications, renewals, replacements, and upgrades • Promote accurate and consistent asset information to support planning and decision-making
Financial Management & Program Support	• Develops, administers, monitors, and forecasts RTS operational maintenance budgets • Exercises delegated spending authority and are accountable for the effective utilization of approved program resources • Monitors program expenditures and variances within assigned areas and escalate emerging pressures • Reviews maintenance-related costs and approval requests within delegated authority

	• Reviews service requirements, scopes of work, and technical specifications prepared by team members • Monitors contractor and service-provider performance and recommends corrective action where requirements are not met
Stakeholder Relations	• Builds and maintains effective working relationships with internal teams, operating companies, local government partners, contractors, consultants, and service providers • Works with operating companies and service providers to monitor adherence to maintenance standards, service requirements, and contractual obligations and coordinates corrective action where required • Communicates facilities standards, priorities, risks, and corrective-action requirements • Coordinates the development and delivery of facilities, maintenance training, and technical guidance • Represents Facilities Technical Services on projects, committees, and working groups as assigned • Provides operational direction to operating companies, contractors, and service providers regarding facilities maintenance requirements • Monitors service provider performance and ensure contractual maintenance obligations are met • Resolves complex maintenance and compliance issues involving operating companies and external service providers • Acts as the primary operational contact for provincial facilities maintenance program administration
People Leadership	• Leads the day-to-day operations of the Technical Services team, including recruitment, scheduling, work allocation, and performance review, while coaching and managing direct reports to ensure effective team performance, alignment with organizational objectives and BC Transit's values, and supporting employee development through identifying skill gaps, fostering engagement, and enabling career growth • Accountable for the quality, consistency, compliance, and completion of work performed by assigned employees, contractors, and service providers • Establishes operational priorities and allocates resources to support provincial program objectives • Ensure employees and contractors comply with applicable maintenance standards, procedures, and regulatory requirements
Additional Duties	• Performs related duties in keeping with the purpose and accountability of the job

Summary of Qualifications and Job Specific Competencies	
Education	• Post secondary diploma in facilities management, engineering technology, building systems, asset management, construction, or in a related field
Experience	• Five (5) years of progressively responsible experience in facilities maintenance, facility asset management, building systems, or a related field • Two (2) years of supervisory experience, preferably in a unionized environment • Experience developing and implementing maintenance programs and standards in one of transit, commercial, institutional, or industrial facilities • Experience working with computerized maintenance-management or enterprise asset-management systems (JD Edwards or equivalent) • Experience supporting geographically distributed or remote operations • Experience with maintenance budgets, contracts, or service-provider performance is considered an asset • An equivalent combination of education and experience may be considered
Key job-specific competencies	• Strong knowledge of facilities maintenance standards, regulatory requirements, and inspection practices • Ability to interpret and enforce technical standards, policies, and compliance requirements • Communication and interpersonal skills to support diverse stakeholders and operating partners • Problem-solving and decision-making skills for technical and operational issues • People leadership capability • Research and analytical skills to support evaluation of technologies, practices, and performance trends
Willingness Statement	• Travel within British Columbia approximately twice per quarter • May have to work outside of regular schedule to respond to urgent facilities and fixed-asset issues