



841 Westhills Drive Penticton,
British Columbia V2A 0E8
Telephone: 250-493-0048 Fax: 250-493-2882

December 6, 2024

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Facilities Manager	Pay Rate:	\$ 30.75 – 46.50 (Based on education and experience)
Department:	Infrastructure	Classification:	3 / Management
Status:	Full-time/Permanent	Working Hours:	35 hours per week
Responsible To:	Director of Infrastructure		
Location:	PIB Administration Offices, 841 Westhills Drive, Penticton, BC V2A 0E8		
Deadline:	January 6th, 2025		

Job Summary:

The Facilities Manager for the Penticton Indian Band (PIB) will oversee the daily maintenance, operation, and safety of PIB's facilities, including institutional, community, and other properties. The role requires the development and implementation of comprehensive maintenance plans, safety programs, and regulatory compliance measures to ensure the ongoing functionality and upkeep of all buildings. Additionally, this role includes establishing policies for facility use, negotiating and managing service provider contracts for services like custodial and landscaping, and conducting regular inspections to maintain a safe and attractive environment. The Facilities Manager will manage renovation and minor construction projects, coordinate preventative maintenance schedules, manage facility budgets, liaise with stakeholders, and promote sustainability practices across PIB properties. The Facilities Manager will also collaborate with stakeholders to secure funding for improvement projects, while maintaining clear communication with the Director of Infrastructure regarding operational challenges and budget matters. This role is critical to ensure that PIB's facilities operate efficiently, safely, cost-effectively, and in alignment with the Band's long-term goals.

Core Competencies

- Accountability
- Communication
- Critical thinking
- Detail oriented
- Service oriented
- Results oriented
- Decision Making
- Strategic thinking
- Planning and organizing
- Teamwork
- Problem solving
- Relationship building
- Risk Management
- Resources & Fiscal Management

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Oversee day to day building maintenance and services for Penticton Indian Band's facilities, including a broad range of institutional and community buildings.

- Develop and oversee systems and services for planning, maintenance, operation, health/safety, and security of PIB facilities.
- Ensure facility compliance with custodial, building maintenance, and regulatory requirements and standards.
- Establish, administer, and maintain a Facility Use Management Policy and an electronic process for managing rental agreements with external facility users.
- Develop and implement a preventative maintenance plan and schedule for all PIB facilities.
- Coordinate and work closely with project teams during commissioning of new buildings, including creation of an operational budget and all service provider agreements.
- Establish an electronic file structure for data management related to each facility.
- Coordinate implementation of repairs, maintenance, and renovations in accordance with the preventative maintenance plan and as required to ensure a safe, healthy, and attractive environment in PIB facilities.
- Oversee the planning and execution of minor facilities projects, ensuring the timely completion within budget.
- Negotiate and manage contracts for outsourced maintenance services such as custodial, landscaping, or security, ensuring service agreement levels are achieved.
- Conduct regular property inspections to assess conditions, identify necessary repairs, and ensure compliance with health and safety regulations.
- Implement sustainability practices and green initiatives within the property to promote environmental responsibility and potentially reduce operating costs.
- Collaborate with community stakeholders, government agencies, and relevant organizations to identify funding opportunities and secure grants for facility improvement projects.
- Read, interpret, and customize floorplans for PIB facilities, including identification of occupied space requirements.
- Develop, submit, and administer the annual operating budgets for each facility, considering the lifecycle costs.
- Liaise, collaborate, and consult with department managers, building users, consultants and contractors, and the public.
- Communicate with the Director of Infrastructure any respective operations and any unusual matters which might affect approved plans and budgets.

Accountability

- Compliance with all internal Band policies and procedures (FAL, Human Resources, Manual, etc.) as well as external governing rules & regulations (AANDC, Indian Act, Privacy Act, etc.).
- Strengthen relationships and engage with PIB facility users
- Protect people, community, and resources.
- Build Capacity
- Increase resources
- Decrease barriers
- Manage financial obligations.

Relationships

Internally

- Reports directly to the Director of Infrastructure
- Reports to Finance Committee as required
- Collaborates with PIB Administration Program Directors and staff
- Community and Members

Externally

- First Nations Health Authority
- Indigenous Services Canada
- RDOS
- City of Penticton
- PIB Affiliated Companies

Decision Making

- High degree of trust and confidentiality.
- Detail oriented and accurately processing and prioritizing information.
- This department must exercise objectivity and transparency.
- All processes and systems are based on administrative policies and procedures.

Qualifications/Requirements:

Minimum Educational and Experience Requirements

- Bachelor's degree or diploma in building technology or other relevant discipline, including completion of courses in property management.
- 2-5 years of experience in facilities management or facility construction and maintenance
- An equivalent combination of education, training, and experience may be considered.

Other Certification, Licenses, Designations and/or Training

- Membership with the Building Officials Association of British Columbia (BOABC) or the Building Owners and Managers Association of BC (BOMA) or working towards obtaining membership.
- Valid Class 5 BC Driver's License and drivers abstract required
- A reliable and insured vehicle or means of transportation.
- Proficiency with computer applications including Microsoft suite, Outlook, and similar software.
- Ability to pass a Criminal Record Check.

Specific Job Skills and Levels

- Must possess good interpersonal and communication skills - oral and written.
- Ability to maintain positive, professional working relations with staff, community, and the public.
- Conflict resolution and mediation skills.
- Program management.
- An understanding of relevant legislation, policies, and procedures.
- Cross cultural sensitivity and awareness.
- Financial management skills.
- Contract management skills.
- Strategic planning skills.
- Aptitude to learn new and unique software products.
- Tender and contract documents, utilities construction administration, inspection, quality control, site safety, cost estimating, grant writing.

Personality Traits (Required to be successful in position)

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| • Approachable & Friendly | • Culturally sensitive to indigenous issues |
| • Considerate & Service Oriented | • Respectful and patient |
| • Honest | • Compassionate & Empathetic |
| • Fair & Consistent | • Diplomatic |
| • Sound work ethics | • Assertive |
| • High standards of professional conduct | • Integrity |

Working Conditions:

- Public administration – fast-paced, multidisciplinary environment.
- Busy office setting, interacting with the public at large.
- Constant time pressures to organize and meet deadlines.
- High volume of communication demands (telephone calls, emails, fax).

- Manual dexterity is required to use desktop and peripherals.
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding.
- Exposure to stress related to time pressure, multiple demands, and client expectations and interactions, which are occasionally hostile (unsatisfied client/member).
- Occasional travel as required.
- Overtime may be required.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

We thank all those who apply; however, only those candidates selected for an interview will be contacted.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career, please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR
Manager Penticton Indian Band**

Mail:	841 Westhills Drive Penticton, BC V2A 0E8	Fax: (250) 493-2882	Email: jobs@pib.ca
In Person:	PIB Administration Offices – 841 Westhills Drive, Penticton, BC		

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others.