

# We're hiring a Manager of Facilities and Fleet Richmond BC

Spark your passion, ignite change!

Spark your passion and discover your potential with Aspire Richmond. Join a team that truly cares about what matters to you. Be empowered, challenged, and supported as a leader to ignite change!

Our roots run deep in the Richmond community with more than 40 years of program delivery and 350 employees. We live and breathe inclusion with a strong belief in the importance of grassroots advocacy, deep connections and kindness. We treat our employees with the same care as those that we support.

In addition to creating rewarding relationships, you can expect respect, flexibility, significant professional development, comprehensive compensation/health benefits, including access to the Municipal Pension Plan, and opportunities for career growth with us.

## **Manager, Facilities and Fleet (Full-time) – Richmond, BC (\$75,000-\$85,000/yearly)**

In this role, the Facilities and Fleet Manager supports the organization by ensuring the facilities and fleet meet the evolving needs of Aspire Richmond. This role will be a blend of strategic planning and operational execution. You will be key in developing the annual facilities and fleet plan, and long-range strategy. This collaborative position manages financial resources for renovation/infrastructure, facility asset (infrastructure) renewal programs, space utilization planning and fleet management. The role will manage the operational lifecycles of building keys, security, and safety plans. You will also collaborate with programs on emergency and accessibility services for the agency.

- Evaluates, manages, and makes recommendations to Managers and Directors to strategically plan and recommend capital infrastructure projects in alignment with agency objectives. This includes long range strategic plans while ensuring functional improvements and alteration decisions balance with the capital budget.
- Develops budgets and project plans based on available financial resources and priorities.
- Manages projects by providing strategic advice and guidance throughout the process.
- Develops and implements an agency wide maintenance program to minimize unplanned expenses. Identifies corrective actions proactively by maintaining accurate records for all facilities/fleet, equipment, systems and reoccurring issues.
- Manages all supplier and service provider relationships including regular contract reviews.
- Oversees and coordinates requests for repairs and renovations within the agency, including planned and emergency maintenance. Responsibilities include purchase ordering, tracking, and reviewing invoices, receipts, and budget expenditures.
- Collaborates with the CEO/Director to develop and manage short and long-term fleet management and maintenance plans. This includes the acquisition of, and/or sale, of vehicles.
- Ensures vehicles and equipment are compatible with individuals needs and meet health and safety standards, as well as other applicable requirements.

### **YOUR CAPABILITIES:**

As the ideal candidate for this position, you are a result-oriented, self-motivated and dynamic leader with direct experience in project management. In addition, you have:

- Completion of post-secondary diploma or degree (or equivalent experience) required
- Project management training is required
- 2-5 years of strong project management skills and experience with making evidence-based decisions required, experience developing and managing budgets more than \$1M is required
- 2 years' experience with space planning, building management and operations experience required. Demonstrated experience with building operations, renovations, maintenance, and security access
- Strong communication, problem solving and critical thinking skills
- Proficient in use of Microsoft Office Suite
- Proven success in working with internal and external colleagues, contractors etc.

Aspire Richmond offers a continuum of care throughout the lifespan of an individual with a disability. This includes early intervention support for infants and children, child and youth care, adult day and home options, employment options and more.

Our extensive professional development will allow you to make a meaningful impact right away. We are looking for people who share our passion to create a community where everyone belongs that is rooted in our values of trust, openness, fairness, respect, responsiveness, and continuous learning.

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