

## JOB DESCRIPTION

**JOB TITLE:** Director of Facilities

**REPORTS TO:** Chief Financial & Operations Officer

**DATE:** March 2026

### **POSITION OVERVIEW:**

The Director of Facilities is responsible for leading the strategic planning, operational performance, and long-term development of GNS's campuses. This role ensures that school facilities are safe, high-performing, and future-ready environments that support exceptional learning and community life. This includes oversight of construction and campus development, facilities maintenance and management, custodial services, security, and grounds. This role requires strong strategic thinking and the ability to maintain a collaborative, team-focused approach. Exceptional leadership and communication skills are essential for working effectively with multiple stakeholder groups across the GNS community.

### **RESPONSIBILITIES:**

#### **Strategic & Operational Leadership**

- Develop and lead a comprehensive facilities and asset management strategy, including long-term capital planning and sustainability initiatives.
- Plan and implement an effective preventative maintenance program; provide forward-thinking advice on plant, equipment, and building operations.
- Exercise fiscal responsibility in managing the departmental budget; support the development of annual operating and capital budgets and long-term financial planning.
- Ensure school assets are safeguarded through effective internal controls and regular monitoring.

#### **Cross-Department Collaboration & Stakeholder Engagement**

- Serve as an active partner to academic and operational departments to understand needs, support curricular and co-curricular initiatives, and communicate operational objectives and outcomes.
- Act as a member of the Joint Health and Safety Committee and ensure compliance with all relevant Occupational Health and Safety regulations.
- Act as a positive community liaison in response to neighbourhood inquiries.
- Partner with the Facilities Rental Manager to support rentals, availability, and resource needs.
- Coordinate with the External Programs Coordinator to align facility use with external school programming.

#### **Campus Development & Project Management**

- Serve as an active member of the Property and Facilities Planning Committee, including setting agendas, supporting construction planning, and advancing the School's campus transformation plan.
- Support or lead feasibility studies for facility improvements, remodeling and development of new campus services.
- Collaborate with the CFOO to negotiate contracts and service agreements for third-party vendors and consultants.
- Manage external contractors to ensure both short-term repairs and long-term capital projects are delivered on time, on budget and to GNS standards.

### **Facilities Operations & Maintenance**

- Provide oversight to the Facilities Manager in day-to-day repairs, preventative maintenance programs, and event logistics.
- Oversee building security systems, including the management of digital access (fobs/codes) and physical key distribution.
- Ensure all building facilities comply with applicable regulations, including fire codes, accessibility requirements, and other legislation.
- Recommend, plan, and coordinate the purchase, sale, leasing, rental and disposal of capital assets. ● Other duties as necessary.

### **People Leadership**

- Recruit, select, train, manage and support building operations and maintenance staff, in collaboration with the Facilities Manager.
- Foster a supportive, team-oriented, and client-focused environment that aligns with the school's values.

### **QUALIFICATIONS:**

#### **Education and Experience:**

- Minimum 7 years of experience in building and facilities management, Experience working in multi-site or campus environments is an asset.
- Minimum 5 years of leadership experience.
- Demonstrated experience in large-scale project management and/or construction oversight.
- Degree, diploma, or certificate in a relevant trade, Engineering, Facilities Management or a related field.

#### **Knowledge and Skills:**

- Excellent interpersonal skills with the ability to build strong connections across the school community.
- Strong leadership skills and a demonstrated ability to work collaboratively within and across departments.
- Demonstrated knowledge and practical experience in one or more trades.
- Strong working knowledge of building systems, operations, and maintenance practices.
- Understanding of occupational health and safety procedures and WorkSafeBC regulatory requirements.
- Exceptional written and verbal communication skills.
- Strong coaching, team building, and conflict-resolution abilities.
- Excellent attention to detail and a commitment to high standards of work.
- Ability to analyze, organize, prioritize, and delegate tasks effectively.
- High level of professionalism and confidentiality.
- Valid BC driver's licence; Class 4 licence is an asset.
- WHMIS certification is an asset.
- First Aid certification is an asset.
- Proficiency with Google Suite is an asset.

### **SALARY:**

**\$130,000 - \$140,000 commensurate on experience**