

CAREER OPPORTUNITY

Facilities Coordinator
CRB Project and Property Management
Operations Division

Opportunity Type: Auxiliary Term of 2 years
Classification: AO18
Annual Salary Range: \$62,255.85 - \$70,557.73

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. Since its inception the museum has changed and evolved alongside the rest of the province. Today's RBCM is committed to creating community connections, gathering spaces and educational programs, and to providing opportunities for critical thinking, self-reflection, and thought-provoking experiences to people across BC and around the world.

The archives were founded in 1894 and in 2003, both organizations joined together to become BC's combined provincial museum and archives, with its purpose being to broaden the understanding about our province. We are passionate about inspiring curiosity and wonder, while sharing BC's story with millions of visitors who walk through our doors and explore our website each year.

IMAX® Victoria is also part of the RBCM and provides incredible immersive cinematic experiences and work in tandem to deliver inspiring educational and entertaining experiences.

The RBCM, is updating not only the facilities and infrastructure, it is creating a Provincial Archives, Research and Collections (PARC) Campus in Colwood, BC. It is an exciting time to join the museum team as we reimagine our methods and processes, and welcome the perspectives and stories of all British Columbians.

The Facilities Department develops, manages, implements and evaluates all work related to the internal and external physical infrastructure and all related equipment of the buildings and property. Facilities negotiates and manages specialized third-party service contracts directly with the suppliers and service providers including but not limited to property management programs, heating/ventilating/air conditioning, electrical, elevators, plumbing, janitorial, telecommunications, corporate vehicles, shipping/receiving, furniture and equipment acquisitions and disposal, landscaping, janitorial services, sustainability programs and asset management.

The complex precinct includes: Royal BC Museum (Exhibitions Building), BC Archives, Fannin Curatorial Tower, Helmcken House, Netherlands Carillon, St. Ann's Schoolhouse, Thunderbird Park, and Mungo Martin House and offsite warehouse. The complex is located on Victoria's inner harbour, and is bounded by Government, Belleville and Douglas Streets (3/4 city block).

The Facilities Coordinator provides daily facilities maintenance and operations support to all buildings and property owned or leased by RBCM, including managing facilities contractors (construction, plumbing, electrical, HVAC, janitorial, fire/life safety, etc.) as required. This position is directly responsible for telecommunications, wireless, vehicle maintenance; liaison with preventive maintenance contractors, landscaping contractors, recycling, cleaners, engineers, consultants, and office equipment purchase, maintenance and repair for RBCM.

The Facilities Coordinator leads accommodation and infrastructure projects, such as HVAC, electrical and escalator replacement acting as primary contact for all external contractors.

We are looking for a Facilities Coordinator who brings a wealth of expertise and initiative to our team. The ideal candidate will have completed post-secondary coursework in facilities management, property management, project management or have equivalent experience in this field of work. The successful incumbent will have knowledge of building, construction and utilities regulations and codes. BC Fire Code regulation, worker safety and hazardous material regulation administration also falls under the responsibility of the Facilities Coordinator. To learn more about the duties and requirements of this role, please review the job description in detail. If you meet these criteria, we invite you to apply and contribute your expertise to our dynamic team at the RBCM.

Before you apply for this position, you must meet the eligibility requirements. To be eligible to work in Canada, you must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal Immigration Act. Eligibility to work in Canada is granted through citizenship, permanent resident status, or a work permit.

An eligibility list may be established for future temporary and/or permanent vacancies.

How to Apply:

Your application must clearly demonstrate how you meet the job requirements listed with the job profile.

Please submit your resume in pdf format by June 17, 2024 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2024-05 via email to: RBCMapplications@royalbcmuseum.bc.ca

Additional Information:

This position requires a Criminal Records Check under the BC Public Service Screening Policy and the Criminal Records Review Act. All applicants must be legally entitled to work in Canada (i.e., have Canadian citizenship or permanent resident status).

The Indigenous Applicant Advisory Service is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Métis, or Inuit) person seeking work or already employed in the BC Public Service. For guidance on applying and/or preparing for an interview, please contact IndigenousApplicants@gov.bc.ca or call #778-405-3452.

The Royal BC Museum, Archives and IMAX Victoria celebrate culture and history, sharing the stories of British Columbia in ways that enlighten, stimulate and inspire. Through research and learning, we strive to broaden understanding of our province and inspire curiosity and wonder. Located in Victoria on the traditional territory of the Lekwungen (Songhees and Xwsepsum Nations), we are proud to welcome 800,000 visitors annually.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer, please advise People and Development of any accommodations required to assist you to ensure equitable participation in this hiring process.