



Founded in 1974 and conveniently located in suburban Montreal, West Island College (WIC) is two schools under the same roof: a French school, offering an entirely French curriculum and an English School, offering a French immersion program. Both schools deliver an enriched curriculum and mother-tongue language courses and seamlessly coexist to offer the ultimate bilingual experience for students of all backgrounds. For over 47 years, we have been redefining the educational experience through innovative teaching methods delivered in a technology infused environment.

At WIC, we are committed to the pursuit of excellence, fostering a passion for knowledge and instilling fundamental values that empower our students to succeed in the ever-challenging environment of today and tomorrow.

We are currently seeking a qualified candidate for the following position:

-Full-time Facilities Manager

(35 hours/week: Mon-Fri 7:00 am to 3:00 pm and on-call for emergency situations)

Reporting to the Chief Operating Officer, the Facilities Manager, will be responsible for the general oversight, maintenance and repair of the campus grounds facilities and equipment. The incumbent will be responsible for development and implementation of programs to ensure that the school is compliant with all health and safety and legal requirements, while ensuring a safe and sustainable school environment.

Main duties and responsibilities:

Maintenance and daily operations:

- Create and manage the annual facilities maintenance budget.
- Complete daily inspections of the grounds and facilities, to identify areas in need of repair or maintenance.
- Receive and manage all service requests received from employees.
- Manage the daily operations of the contracted custodial staff, ensuring high standards of cleanliness.
- Manage the operations of the various summer and winter grounds subcontractors.
- Manage, plan and coordinate the schedules of preventative maintenance, repair and renovation of the facilities and equipment.
- Manage the schedule of routine health and safety inspections and protocol testing, including the fire suppression, alarm, water purification and HVAC systems and coordination of subcontractors.
- Manage the set-up and take down for various school events.
- Negotiate and manage all 3rd party facilities rental contracts.



Project Management:

- Manage a facilities audit for the creation of a detailed long-term capex inventory, maintenance schedule and budget.
- Negotiate the annual service contracts with the College's suppliers to ensure efficient budget management
- Create all Requests for Proposals for major renovation or capital expenditures, collect and analyze contract bids, and submit recommendations for approval.
- Manage and supervise all renovation and construction work.

Risk management:

- Create a register of the College's systems and equipment, including location, operational instructions, service partners and emergency protocols.
- Lead the College's Health and Safety committee.
- Assist in the development and implementation of security policies, protocols and procedures, ensuring compliance with various regulations at all levels of government.
- Primary respondent for all security breaches and custodial emergencies that arise

Required qualifications:

- Fluently bilingual (oral & written, French & English).
- A diploma/degree from an accredited post-secondary institution with major studies in Engineering, Management or a related field would be an asset
- Minimum of 5 years of successful facilities management experience. Accreditation as a Certified Facilities Manager, Facilities Management Professional, or Building Environmental Systems training is preferred.
- Solid technical and maintenance background. Basic carpentry skills including painting experience and general mechanical skills would be an asset
- Sound knowledge of health and safety regulations.
- Proficient computer skills in Google (Docs, forms, sheets)
- Strong organizational skills, attention to detail, and ability to prioritize multiple projects.
- Ability to communicate effectively and establish good relationships with internal and external stakeholders.
- Solid critical reasoning and negotiation skills.
- Proven problem-solving and solution-seeking abilities.
- Excellent team player.
- Background clearance required.

Employee benefits:

- Competitive salary
- 6 weeks of vacation (periods when the school is closed)
- Competitive group insurance plan (life, medical, dental)



- Participation in RREGOP (the public sector pension plan)
- Access to an Employee Assistance Program (EAP) and Télémédecine
- Tuition reduction for employee children attending WIC

- Meal plan (full lunch) at the College's cafeteria
- Partial subsidization of physical activity costs.
- Optional participation in the College's Group RSP plan.
- Management encourages and supports professional development.

Candidates who are interested in pursuing a career at WIC are invited to e-mail their CV and cover letter to Lise Lafontaine at rh@wicmtl.ca. Please note that only candidates selected for an interview will be contacted.