

# Recruitment – Posting Details

## Manager, Facilities Planning

### Job Details:

#### # of Openings

1

#### Job Category

Management & Professionals

#### Closing Date

09/14/2025

#### Employment Start Date

Start Immediately

#### Job Type

Full Time – In Office

#### Salary

\$105,111 - \$131,389

#### Job Description

##### School District No. 38 Richmond

Manager, Facilities Planning

Recognized for its dedication to inclusion, diversity, and strong partnerships with the community, the Richmond School District is among one of the largest districts in British Columbia with some of the highest graduation rates in the province. With a deep history of high-quality experiences for students, the Richmond School District strives to provide the best education and future for every student.

As an employer, we provide comprehensive growth, learning and engagement opportunities to the 3,100 committed professionals across the district. The Manager,

Facilities Planning is a professional who possesses a high degree of knowledge in regional land use plans, population statistics and demographic trends, educational facility and capital planning, long range and facility strategic development and business case analysis. This senior level position is responsible to prepare, present and communicate District planning strategies and initiatives, enrolment projections and other demographic and planning reports to senior management, District staff, local and provincial government, and other agencies and organizations.

The Manager, Facilities Planning reports to the Director, Richmond Project Team and works closely with all Richmond Project Team and Facilities Services Division managers, school administrators and District managers and administrators.

**Assignment:** Full time, Monday - Friday, onsite.

**Responsibilities:**

- Develop, maintain and update demographic and facilities data as it relates to present and projected facilities use, land use and enrolment
- Prepare annual reports on short and long-term enrolment projections, District and community trends and capacity utilization of schools
- Analyze, maintain, update and recommend any adjustments to operating capacity, catchment area boundaries and space utilization of schools
- Develop, maintain and recommend any adjustments to short, medium and long range District facilities plans
- Research, compile and organize information from maps, reports and investigations from various sources for use in reports and special projects
- Monitor residential/commercial/industrial development activities that could affect the District
- Participate in discussions with property developers and city planning and development, parks and recreation, and engineering staff, analyze potential impacts to area schools and prepare responses and reports
- Facilitate alternative scenario discussions and provide progress reports with stakeholders
- Undertake a variety of planning projects by researching District and community needs for determining space allocation and assessing available resources

- Coordinate implementation of facilities planning and major building changes in cooperation with other internal divisions and staff
- Maintain liaison with local governments, community representatives and the community on matters related to planning and facilities
- Collaborate with the Richmond Project Team and Facilities Services Division managers, Ministry of Education & Child Care, Ministry of Infrastructure and other key stakeholders/contributors in the development of the annual Five-Year Capital Plan
- Reviews feasibility analyses, statistical and narrative data, and project business case submissions (Project Definition Reports) with respect to the School Seismic Mitigation, Expansion, Replacement, Building Envelope, Child Care and other major capital programs funded by the Ministry of Infrastructure.

**The successful candidate will possess:**

- University degree in urban planning, urban geography or facilities planning.
- Minimum of seven (7) years' experience in facilities/space planning, project management and familiarity with education facilities and related public sector issues or an equivalent combination of training and experience.
- Familiarity with the Baragar Demographics software suite and various graphics and desktop publishing software would be an asset.
- Considerable knowledge of facilities planning in the public sector
- General knowledge of issues and practices related to the use of school facilities and grounds and the business aspects of a school system
- General knowledge of the Ministry of Education capital planning policies, guidelines and procedures

Interested qualified applicants should apply online by visiting <https://buff.ly/ZjOHMZq>. Application deadline is **September 14 at 11:00 pm**.

For more information about Richmond School District 38, please visit [www.makeafuture.ca/richmond](http://www.makeafuture.ca/richmond) or our website at [www.sd38.bc.ca](http://www.sd38.bc.ca). We thank all applicants for their interest, however only those being considered for interviews will be contacted.