Position Title: Director of Facilities
Department: Administration
Reports To: Executive Director, Finance and Administration
Hiring Range: $78,268 - $85,904

General Accountability

The Director of Facilities is accountable for the facility operations and management of the University's buildings and property, the development and delivery of effective preventative maintenance programs and facility renewal programs, and responsibility for Health and Safety programs.

Nature and Scope

St. Jerome's University provides a culture and environment for employees, which endeavors to promote the mission of the University. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

The Director of Facilities has strength in planning and coordinating a departmental budget and leading a team comprised of internal and external human resources. They also develop and maintain relationships with counterparts on the University of Waterloo's campus. The Director of Facilities is familiar with, complies with, and at all times, promotes the University's policies and directives related to facility operations and health and safety. Under the direction of the Executive Director, Finance and Administration, the Director of Facilities consults regularly on all physical resource matters, which relate to the University or its property. They are responsible for all aspects of the Health and Safety program as it relates to facilities management, including compliance with all relevant provincial and federal policies of the Ministry of Labour and Ministry of the Environment.

Specific Accountabilities

Facilities Management

- Manages and oversees the efficient operation of all facility systems, which includes mechanical, electrical, key access control, security, and parking
- Develops pro-active maintenance plans, oversees capital projects and manages the facility needs during those projects
- Plans, manages and executes repairs, improvements and renovations
- Manages, schedules and oversees all-season grounds maintenance and beautification projects
- Co-ordinates tendering and procurement of facility equipment and furniture
- Directly manages key external contracts with trades and suppliers
- Conducts project feasibility analysis and makes recommendations for alterations to project plans as necessary
- Schedules internal and external resources to create design documents and project implementation schedules
- Manages construction projects as necessary

Health & Safety

- Manages the Health and Safety program as it relates to construction and facilities operations
- Ensures that workers work in compliance with the Occupational Health and Safety Act and its regulations and use any equipment, protective devices or clothing required to protect the safety of workers and other passersby

- Reports and rectifies potential hazards, incidents, and Health and Safety concerns that impact or influence faculty/staff/students or the operations of the university
- Supports the mandate of Joint Health and Safety Committee (JHSC)
- Manages and ensures all life safety processes are functioning as per Ministry regulations

Operations

- Develops annual budget (operating and capital) and conducts project analysis
- Supports and oversees performance management and development opportunities for facilities staff members
- Coordinates and monitors performance of external contractors, general contractors and sub-trades
- Manages and coordinates Facilities related communications to the St. Jerome's community
- Coordinates and ensures legislative compliance (municipal/regional, provincial and federal), including ensuring up-to-date training is in place for all faculty, staff and contractors

Working Conditions

- Works University's core hours
- May work other than traditional work day including emergency after hours calls
- Regular office environment as well as some outdoor work during all seasons
- Performs tasks which involve the movement of heavy loads
- Use of personal protective equipment and required safety standards

Qualifications Required

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- 5+ years of experience in facility management and maintenance operations required
- Bachelor's degree preferred
- Demonstrated track record of effective leadership and collaboration with colleagues and direct reports
- Extensive knowledge of HVAC, pneumatic, hydraulic, electrical, mechanical systems
- A working knowledge of blueprints and blueprint reading
- Extensive knowledge of safe work practices; the Occupational Health and Safety Act; and training in related regulations asbestos and mould abatement consistent with an institutional operation
- Experience with databases and facility management software would be an asset
- Budget management experience
- Strong analytic, oral, and written communication skills
- Excellent communication and interpersonal skills, with a deep commitment to customer service, proven innovative approach to problem solving and an aptitude towards service excellence and responsiveness
- Able to effectively work in cross-functional teams comprised of trades, operators and other technical staff
- Must be flexible and adaptable to changing requirements, and responsive to client needs
- Experience working on organization-wide projects with multiple stakeholders