

# Apply now.

**Langara.**  
THE COLLEGE OF HIGHER LEARNING.

## Associate Director, Facilities

### Temporary, Full Time

Start Date: September 1, 2016 – August 31, 2017 (Term)

Reporting to the Director, Facilities, the Associate Director oversees the operations of the Facilities Department. Areas of responsibility include maintenance and performance of the physical plant, grounds and parking, janitorial services, waste management, Safety & Security, Shipping & Receiving, Switchboard & Mail Services, and the Universal Transit Pass Program (UPASS) for the College. The Associate is also involved in the planning and implementation of facility improvements and new construction.

### Qualifications:

#### Education & Experience

- Graduate degree in architecture, building engineering, or other related technology.
- Minimum eight (8) years of progressively responsible experience in facilities management, capital planning, or construction management, including extensive experience in project management in a complex, unionized environment.
- An equivalent combination of education and experience may be considered.
- Experience managing and supervising staff, preferably in a unionized environment.
- Considerable knowledge of budgetary processes, including development and administration of budgets.
- Experience and understanding of construction tenders, RFP's, contract law, lien act, building codes, Work Safe BC regulations and other applicable requirements, including federal and provincial financial regulations.
- Technical knowledge of all design and engineering disciplines involved in facilities planning and development.
- Knowledge and proficiency in the use of computerized information systems (i.e. Banner), MS Office applications
- Experience in policy and procedure development.
- Must maintain current knowledge of construction management processes and technological aspects of the construction industry.

#### Leadership Competencies

- Collegiality – values and demonstrates inclusivity, openness, civility and respect.
- Problem solving and decision making – considers a wide range of information and perspectives to solve problems and make reasoned decisions; demonstrates a comfort with uncertainty and ambiguous conditions.
- Organizational awareness – understands and appreciates an organization's internal culture and operating practices as well as the political and business climate in which the organization operates.

- Innovation – welcomes, generates, and implements new ideas and solutions that help to achieve and organization's strategic goals.
- Integrity – acts with openness, honesty and respect to build and maintain an environment of trust.
- Professional maturity – demonstrates courage to take on issues and make tough decisions while managing self with aplomb and emotional maturity
- Tenacity, resilience and patience – believes that own actions and efforts will overcome obstacles, make progress and attain successful results.
- Business awareness – considers and understand the financial, operational and human perspective and impact of decisions.
- Visioning and Strategic Thinking - energizes people around the vision and keeps the bigger picture in mind.
- Team Leadership – creates team spirit and helps to direct individuals toward achievement of team and organizational goals. Inspires others to do their best, develop professionally and contribute to the success of the leadership team.
- Relationship management – builds and maintains a crucial network of contacts both internally and externally.
- Communication – uses the power of personal interaction and language to effectively influence, inspire and lead others.
- Achieves results – goal-oriented individual who thrives on achieving outcomes through consultative and collaborate methods.

### Skills & Abilities

- Proven ability to communicate effectively orally and in writing, relating effectively to faculty and staff of various backgrounds, both internal and external.
- Ability to control the scope, cost, schedule and quality of planning and development of facilities related projects.
- Ability to read architectural and engineering drawings.
- Exceptional project management skills as demonstrated through effective ability to organize, delegate, multi-task, and balance multiple priorities simultaneously.
- Demonstrated consultation, facilitation and relationship building skills are required
- Ability to deal tactfully and diplomatically with employees from all levels of the College.
- Ability to resolve conflict and problems while creating a positive work environment.
- Ability to work independently as well as participate as a team member.
- Strong presentations skills in order to conduct informational sessions as required.
- Ability to achieve continuous improvement and to exemplify customer service focus.
- Ability to foster a cooperative work environment.
- Ability to positively influence and direct the work of others in a collegial setting to ensure the commitment and achievement of desired outcomes.
- Ability to assess issues and make accurate, timely decisions based upon research, consultation, experience and judgement.
- Ability to develop, interpret and apply College, government, agency, and departmental policies, procedures, and guidelines.
- Ability to supervise, and recruit staff; conduct staff performance appraisals.

### Working Conditions:

- Remains on call during off work hours on a 24-hour basis for physical, safety, and security emergencies.
- Must maintain a current and valid Driver's License and access to a vehicle required.

**Salary Range:** \$2,899.82 - \$3,624.78 Bi-Weekly (Pay Grade Q)

**Employee Group:** ADMIN

**Hours & Days of Work:** 8:30am - 4:30pm. Monday to Friday, however, hours may vary according to the needs of the department.

**Application Information:** To apply, [please submit](#) your resume and cover letter and no later than 4:30pm of the closing date. For a copy of the position description please [click here](#)

**Closing Date:** July 12, 2016

**Competition No.:** A014-16

**We thank you for your interest and advise that only those shortlisted will be contacted. Langara is committed to enhancing our diverse workforce.**

**Please visit the job posting here:** <http://langara.ca/about-langara/employment-opportunities/administration/associate-director-facilities-a014-16.html>.