

Position Title	Manager, Facilities Services - Maintenance
Posting Number	00509SA
Location	Various Douglas College Campuses/Satellite Campuses
Regular/Temporary Employment Type	Regular Full Time
Work Arrangements	This regular full-time position is available as soon as possible. Regular hours of work are 8:30 am to 4:30 pm, Monday to Friday. Travel between Douglas College's locations as required.
What Douglas Offers	DO what you love. Be good at it. That's how Douglas College defines a great career. It's a philosophy that resonates through our classrooms, our offices and our boardrooms. It inspires our students and drives us to make Douglas College one of BC's Top Employers. We love what we do. And we're looking for passionate, motivated people to join us in making one of Canada's best colleges even better.
The Role	The Manager, Facilities Services – Maintenance provides leadership to the College in planning, monitoring, and evaluating the effectiveness of the College's physical plant infrastructure. In addition, the role is responsible for project management for small, facility-related capital projects. The Manager, Facilities Services works from the Facilities Coquitlam office to oversee the provision of physical plant services, contract trades, energy management, and project management of assigned maintenance projects, at all Douglas College locations. He/she liaises with facilities services managers and other College facilities personnel, as well as contractors, suppliers, and external authorities (fire, police, safety inspectors). Under the general direction of the Associate Director, Physical Plant Services & Projects, the Manager, Facilities Services is responsible for the administration of physical plant services and infrastructure renewal in support of the College's Strategic Plan. As a member of the department, the Manager, Facilities Services will work with the Associate Director to promote a strong culture to further the initiatives of the College's Strategic Plans.
Responsibilities	The Manager, Facilities Services – Maintenance is accountable for the following: <u>Physical Plant Services:</u> <ul style="list-style-type: none"> • Providing effective planning, management and maintenance of the College's physical plant including building automation systems, space planning, project management (renovations, capital expansions, leaseholds improvements, etc.), cyclical maintenance, and energy management; • Planning, organizing, scheduling and coordinating contracted services pertaining to renovations, maintenance, repair and plant operations of all college facilities, building systems and grounds; • Providing a safe physical working and learning environment for students and employees; • Planning, designing, developing, implementing, administering, maintaining and evaluating facilities related systems for all areas of the College (e.g., facilities inventory system, room booking system, work order system, etc.); • Tactical and operational plans for Facilities Services, and providing input into the Department's and Division's strategic and operational plans; • Maintains, monitors, and continuously improves the administration of the preventative maintenance program to reflect best practices; • Inspecting work and monitoring quality for service contracts such as: HVAC Systems, Building Automation Systems, Electrical Systems, Mechanical Systems, Life Safety Equipment and Systems, Emergency Generators, Kitchen Equipment, Elevators, etc.; • Ensuring facilities and campuses conform to all applicable government agency codes, regulations, bylaws and in accordance with College policies and departmental procedures; • Participating in the development of department operating budgets; • Assists in the development of Routine Capital budgets for Physical Plant; • Recommending creative solutions to a variety of issues and conflicts including working collaboratively with managers and employees to promote proactive, problem solving approaches to facilities issues; • Managing and administering services for the heating, ventilating, air conditioning, and electrical systems on both campuses, including inspections, preventative maintenance, cleaning, adjustment, repair and replacement of energy systems. Maintains equipment records for scheduling of maintenance, ordering of repair parts and optimal utilization for

resources. Monitors systems performance with continuous attention to malfunction and repair needs;

- Negotiating, on behalf of the College, contracted services for the Physical Plant services while managing these contracts to ensure they are meeting the requirements of the College;
- Ensuring the accuracy and updating of the VFA asset management tool for the campus infrastructure;
- Identifying and recommending project priorities for Routine Capital and deferred maintenance funding.

Project Management:

- Assist in the preparation of specifications, plans and schedules for capital renewal and maintenance projects and assist with the commissioning of new or reconditioned equipment, buildings and facilities;
- Review all proposed renovations and or other modifications to the buildings and grounds as submitted by the College's capital approval process ensuring proposals meet all government agency codes, regulations, bylaws and are in accordance with College standards;
- Negotiate contracts for building renovations, extensions and minor maintenance projects, and act as construction project manager for these projects to ensure work is adequate and according to building code;
- Management of project milestones and performance metrics in relation to deliverables and established targets. Confirm the validity of project estimations and assumptions at key milestones and manage the project budget to ensure that it is within the allocated funding;
- Manage the day to day operational and tactical aspects of multiple projects.

Environmental Stewardship and Sustainability:

- Develops long-term operational, strategic, and energy management plans and related policies for the consumption of all utilities (i.e., gas, hydro, water);
- Designs and implements operational, strategic, and energy management plans/programs to meet goals and targets;
- Reports on the College's legal and legislative requirements relating to conservation, sustainability and climate matters;
- Reviews the College's campus operations and infrastructure and recommends energy conservation projects.

Financial Sustainability:

- Provides leadership for budget development and manages approved budget for areas of responsibility;
- Prepares, recommends, approves and monitors expenditures within allocated budgets and provides input into the Department budget;
- Assists in the development of annual and long term building maintenance and replacement plans for all campus locations, including prioritization of projects for funding and determination of eligibility for funding;
- Maintains a balance of high quality yet cost effective service by setting objectives, allocating resources, integrating and coordinating activities;
- Management of projects and technical problems with numerous competing priorities;
- As part of the Facilities Services Management Team, develop policies, procedures and internal controls for areas of responsibility to ensure compliance with government and Ministry regulations, Worksafe BC Regulation and legislation, and relevant College policies.

Leadership and Strategy:

- Assist with the development and implementation of long-term campus master plans.
- Assist with the development of Annual 5 Year Capital Plans for the Ministry of Advanced Educations.
- Provides advice, information and support to all areas of the College with regard to facilities related issues including providing input into the business plans of College departments to the extent that these plans have implications for Facilities Services;

- Acts as Fire Safety Director/Incident Commander and being available, on call, 24 hours a day in case of emergency;
- Participates in the continuous development of the College's emergency and business interruption planning;
- Communicates internally with administrators, staff, faculty and students; and externally with service contractors, suppliers and regulatory authorities as required;
- Provides leadership, training and guidance regarding facility issues as required to administrators, faculty and staff;
- Creates and maintains a team-oriented environment to ensure that all services and work are completed and the department is able to provide maximum service to the College. This includes recruiting, selecting and evaluating staff using methods that are consistent with College policy and the terms of existing collective agreements. Administers the BCGEU Collective Agreement and represent management in the grievance process, as appropriate;
- Develops and implements strategic and operational plans for areas of responsibility and participates in the preparation of the Department and Division's strategic and operational plans.

Overall Management:

- Develops and maintains space plans and building drawings to ensure availability of appropriate space to accommodate College strategic plans. Works collaboratively with administrators, faculty and staff to assess space needs and arrive at satisfactory outcomes;
- Represents the Department and the College on internal and external committees, as required;
- Assists in the development of plans for the "Operating Capital Submission" through consultation with College departments and utilization of consultants. Implements and tracks all operating capital budgets;
- Recommends interpretations of local, provincial, federal regulations/bylaws/ building codes and their possible impact on the overall College operations.
- Makes recommendations with respect to College policies and procedures that are consistent with legislation, and other College policies;
- Performs other duties as required.

To Be Successful in this Role You Will Need

- Established professional credibility as evidenced by a bachelor's degree from an accredited post-secondary institution in the field of engineering, facilities management or a professional designation in a related field, or combination of education and experience;
- Completion of a facilities management certificate or equivalent (i.e., APPA, BOMA, IFMA, LEED);
- Five to Seven years directly related work experience in a large, complex multi-location environment (preferably in a unionized, public sector environment);
- Extensive demonstrated knowledge of building equipment (boilers and heating equipment, building automation systems, building envelopes and systems, chillers and air conditioning systems, electrical equipment and systems, elevator equipment, life safety equipment, mechanical equipment and systems);
- General project management experience in facilities infrastructure and renovation projects;
- Considerable knowledge of construction and maintenance trades along with municipal codes;
- Knowledge and experience with energy efficiency programs;
- Keen attention to detail;
- Highly self-motivated and directed;
- Proven analytical and problem-solving abilities;
- Demonstrated ability to design and deliver personalized training to administrators, faculty and staff as required in areas of responsibility;
- Demonstrated decision-making capacity together with an ability to ensure effective decision-making within a collegial environment;
- Excellent written, verbal and interpersonal communications skills together with proven experience in resolving conflict;
- Demonstrated supervisory experience, preferably at a management level;

- Demonstrated experience in establishing and maintaining effective working relationships with employees at all levels of the organization;
- Demonstrated ability to model professional, ethical and collaborative behaviours consistent with the position;
- Team-orientated and skilled in working within a collaborative environment.

**Quick Link for
Direct Access to
Posting**

<http://www.douglascollegecareers.ca/postings/4274>

Interested applicants must ensure that a resume and cover letter is submitted and received online. This position will remain open until filled, with a first review date of May 16, 2019.

Please ensure your resume clearly explains how you meet the required knowledge, skills and abilities of the position for which you are applying.

All candidates selected for interview will need to bring original certificates and diplomas of educational credentials noted on their resume.