

Director of Facilities & Fleet

Asset & Financial Management Department Facilities & Fleet Management Division

(Permanent full-time)

Posting No. 011(292) - AD

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Provides senior management leadership to the Facilities & Fleet Division in alignment with Asset & Financial Management's goals, guiding principles and management commitments.
2. Major activities of the Division include:
 - Implementation of a Facilities Maintenance Management Program for civic buildings, parks and recreation structures and facilities; and management of these services to boards and agencies through maintenance service agreements.
 - Provision of leadership in the delivery of comprehensive maintenance programs for the safe, efficient and economical operation of civic facilities.
 - Provision of leadership in the planning and delivery of the Corporate wireless telecommunications system.
 - Provision of leadership in the delivery of vehicle and large equipment services that meet the needs of City departments.
3. Plans, organizes, directs, monitors and evaluates the work of Division employees and teams engaged in a diversified range of building operations, maintenance, repair and construction projects.
4. Inspires, encourages and mentors future leaders.
5. Develops policies and procedures that govern the Division.
6. Recognizes and acknowledges positive, competent and committed team members and creates a positive and productive team through ongoing feedback, coaching and development processes.
7. Reviews and evaluates design criteria, technical reports, project terms of reference and other related matters to ensure that they are within the four pillars of sustainability, founded on environmental, economic, social and cultural factors.
8. Encourages and promotes a safe work environment and implements appropriate safety standards.
9. Develops project control cost systems; analyzes costs and develops the annual operating and capital budget for the Division.
10. Prepares written and oral reports in response to enquiries of City Council, Committees of Council, Senior Management and the public.
11. Provides leadership in the development of yearly Division business plans.
12. Performs other related duties as assigned.

QUALIFICATIONS:

- A relevant post-secondary degree and registered, or eligible for registration, in a relevant professional association.
- Successful completion of, or ability to complete, a BOMI Facilities Management Program.
- Seven to nine years' progressively responsible managerial experience in public works operations in the areas of property management, vehicle and equipment services and Corporate telecommunications, including several years' experience managing a diversified range of central services.

PERSONAL COMPETENCIES:

- **Accountability** – Takes ownership and responsibility for the quality and timeliness of divisional commitments.
- **Adaptability** – Has the ability to adapt to new and changing situations and adept at managing risk. Enjoys and embraces new changes while continuing to develop innovative and creative solutions for clients to emerging issues and opportunities.
- **Communication** – Demonstrated ability in public relations with strong presentation skills. An active listener who possesses a high proficiency in oral and written communication. Summarizes information according to the audience in order to promote engagement and understanding.
- **Critical Thinking** – Demonstrated ability in analyzing the internal and external environment in order to identify current and future opportunities, challenges and risks. Anticipates how others may respond to situations and develops plans to reduce potential concerns. The ability to look for solutions for clients and the organization is essential.

Director of Facilities & Fleet (continued)

- Decision Making – Demonstrated ability to make well-informed, strategic decisions that support organizational goals while understanding and identifying current and future results.
- Leadership – Demonstrated ability to lead, motivate, empower and mobilize staff to work toward a shared purpose in the best interests of the organization and the City of Saskatoon. Builds and maintains a high level of credibility with staff.

POSITION COMPETENCIES:

- Thorough knowledge of the principles and practices of municipal governance and infrastructure management.
- Knowledge of generally accepted accounting, budgeting and financial procedures.
- Demonstrated ability in managing multiple, concurrent projects and directing resources.
- Demonstrated ability to work effectively within budgetary guidelines and meet required deadlines.
- Demonstrated leadership competencies by leading and empowering others to create a positive workplace
- Ability to establish and maintain effective relationships with civic officials and other civic employees, representatives of other agencies and the public.
- Ability to prepare and present complex reports, orally and in writing.

SALARY:

\$120,648 to \$141,760 per annum.

CLOSING DATE:

Wednesday, June 15, 2016