

Job Description

Building Manager

[Union Excluded Position – Full Time – 35 hours per week]

CONTEXT

The Simon Fraser Student Society (SFSS) is excited to open its brand new student union building (SUB) in the spring of 2020. The SUB is a 110,000 square foot building located at the heart of Simon Fraser University's (SFU) Burnaby Mountain campus. Funded 100% by undergraduate students, the SUB will provide space for students to study, connect, and unwind. The building will feature lounges, meeting rooms, gas fireplaces, a community kitchen, offices, games areas, rehearsal rooms, study areas, a ballroom, and more.

POSITION SUMMARY

Reporting to the SFSS Executive Director or designate, the Building Manager is the primary point of contact between the SFSS and SFU for building services including cleaning, maintenance, preventive maintenance, repair, security, access control, and renovations.

The Building Manager is responsible for ensuring that the maintenance and appearance of the SUB is upheld and is responsible for managing the building's daily operations.

Because the building is owned and maintained by SFU and leased to the SFSS, this role requires significant interaction and collaboration between the SFSS and various SFU departments such as Facilities Services, Safety and Risk Services, Meeting and Conference Services, and IT Services.

The ideal candidate is able to build and maintain strong working relationships with colleagues, university departments, service providers, tenants, and students.

DUTIES AND RESPONSIBILITIES

Daily Operations

- Routinely checks the building to ensure that furniture is in proper order, waste containers have been emptied, rooms are locked or unlocked appropriately, and that the building is operating as expected.

- Collaborates with other SFSS staff in the performance of daily room/space set-up, opening activities, and closing activities.
- Provides operational oversight for large and complex events.
- Ensures that timely and accurate communication is provided to building users about maintenance work or other building-related matters that may impact them.

Custodial Services (Janitorial)

- Monitors and performs audits of the work carried out by the custodial services contractor to ensure that the work is being performed as contracted.
- Creates work orders for custodial services within the SFU Facilities Services work order system.
- Annually reviews the cleaning standards that have been established for the various areas of the SUB and, in collaboration with SFU Facilities Services and the custodial services contractor, makes adjustments to these standards in order to most effectively utilize the available custodial resource.

Building Maintenance

- Ensures that necessary services (including those provided by and through SFU) for maintenance, repairs, security, access control, electrical, mechanical, elevator, pest control, and other facility services are quickly and efficiently provided such that the SUB is fully operational and that an acceptable standard is maintained.
- Coordinates access to the SUB by tradespersons and other workers to perform inspections and required work.
- Works with SFU Facilities Services to schedule maintenance activities to take place when disruption and risk is minimized.
- Monitors condition of all SUB furniture, fixtures and equipment (FF&E), ensures sufficient quantity is provided for each area, ensures damaged items are removed or repaired, arranges for regular cleaning of upholstery, arranges for re-upholstery of worn items where possible, and purchases new FF&E items from commercial suppliers.

Security and Access Control

- Supports the Manager of Administrative Services in maintaining an up-to-date key inventory and an up-to-date list of permissions for electronic access for all SUB spaces in accordance with SFSS policies and procedures and SFU Access Control requirements.
- Works with SFU Access Control and other parties on installation, operation, and maintenance of a variety of security and access control systems including electronic access systems, panic buttons, security cameras, locks and keys, etc.

Renovations and Projects

- Issues projects with SFU Facilities Services for renovations, repair and maintenance.
- Communicates SFSS needs and scope of project work to project managers assigned by SFU Facilities Services and follows up to ensure project progress and completion.

Administration and Finance

- Maintains an accurate inventory listing of furniture for financial reporting and insurance purposes.
- Gathers data pertaining to building usage in order to optimize human and financial and physical resources, to provide input into the organization's strategic planning activities, and to aid in the achievement of departmental and organizational goals.
- In conjunction with the General Office, ensures that storage rooms and storage lockers are used appropriately and safely.
- Ensures that records and filing systems relating to the SUB are established, kept up-to-date, stored securely, and archived.
- Establishes and implements standard operating procedures (SOPs) and recommends policies related to the delivery of building services.
- In conjunction with the Finance Manager, reviews all charges from the university relating to building operations and ensures that costs are charged appropriately and correctly.
- Advises the Executive Director and Finance Manager prior to unexpected or unforeseen expenditures.

Health & Safety and Emergency Planning

- Actively participates in the SFSS Joint Health & Safety Committee.
- Acts as the primary Building Evacuation Coordinator for the SUB and ensures that a sufficient complement of fire wardens is in place at all times.
- Assists and participates alongside SFU staff in responding to building-related emergencies (e.g. water, plumbing, heat, electrical, and security failures).

Occupant Comfort and Efficient Energy Usage

- Ensures that the indoor temperatures are set and maintained at reasonable and comfortable levels for building users while balancing the need for efficient use of energy to reduce carbon emissions and operating costs.
- Submits requests to SFU Facilities Services for adjustments to the Building Management System for HVAC, lighting (time-of-day scheduling), and other systems to ensure occupant comfort and to reduce energy consumption.
- Ensures that all actions are taken to continue meeting the LEED Gold targets for energy efficiency.

Other

- Coordinates building operations staff.
- Other duties as assigned. Duties may be subject to change.

UNUSUAL WORKING CONDITIONS

Must be flexible with respect to availability to occasionally work long hours and evenings or weekends, especially when it comes to dealing with issues of security, system failures and major building emergencies such as fire or flood.

QUALIFICATIONS AND EXPERIENCE

- Diploma in architectural and building technology, mechanical engineering technology, or facilities management, and 4 years related experience, including experience in facilities management and commercial property management, or equivalent combination of education, training and experience.
- Good knowledge of mechanical, plumbing, and electrical systems and controls technology.
- Ability to handle complaints, exercise mature judgement, initiative, diplomacy and tact, and excel in customer service.
- Ability to prioritize, be proactive, and solve problems.
- Ability to act as a liaison with multiple stakeholders to ensure the satisfactory completion of projects.
- Valid Occupational First Aid level 2 or higher certification an asset.
- Intermediate skills in computer usage including Microsoft Office products.
- Must have a clear criminal record check.
- A valid BC class 5 driver's licence an asset.

To be considered for this position, please submit your resume with a cover letter via e-mail to jobs@sfss.ca citing the job title in the subject line. Only PDF files will be accepted.

Resumes must be received no later than **November 19th 2019 at 12:00 pm**. Only shortlisted candidates will be contacted.

The SFSS is an equal opportunity employer.