



POSITION DESCRIPTION

Position Title: **Facility Manager**

Division: Facilities

Classification: Facility Manager 4

Supervisor's Title: Director of Facilities

POSITION SUMMARY

Reporting to the Director of Facilities, the Facility Manager is responsible for managing the operations and maintenance of a highly visible and sensitive portfolio, which encompasses a number of program facilities often operating under extended hours. This is the highest and most substantial level within the Facility Manager Series, having significant responsibility for staff, budget and facilities with technical and non-technical complexities arising from College needs.

RESPONSIBILITIES AND ACCOUNTABILITIES

HUMAN RESOURCE MANAGEMENT

- Ensures department structure is adequate; assess area of responsibility to determine staffing requirements, lead the recruitment process, succession planning, etc.
- Fosters a team environment through the development of staff: identification of training needs, ensures training and development of staff, provides coaching and guidance.
- Ensures that new staff are orientated.
- Provides the tools and training necessary for employees to perform their duties.
- Maintains and submits records relative to payroll and benefits.
- Manages employee attendance and performance and resolves employee relations issues.

BUDGET MANAGEMENT

- Provide input into the development and management of budgets and budget cash flows (operational and utility) for each new fiscal year.
- Ensures program is administered within the established budget and in compliance with college policies.
- Maintains accurate and up-to-date records of operating and maintenance expenditures for budget forecasting.
- Prepares long and short-range plans for building maintenance and operations to enhance efficiency including cash flows, financial reports and statistical reports.
- Ensures/administrates inventory of supplies and equipment.

CAPITAL ASSETS MANAGEMENT

- Responsible for managing maintenance projects.
- Collaborate with the campus development team based on their project requirements.
- Develops and contributes to maintenance replacement plan utilizing life cycle management techniques and prioritizes projects identified.

RESPONSIBILITIES AND ACCOUNTABILITIES

MAINTENANCE MANAGEMENT

- Responsible for the maintenance and efficient operation of facilities, which encompasses architectural, mechanical and electrical, as well as control and life safety systems.
- Allocates financial and human resources to maintain building, grounds and systems in an efficient manner.
- Manages a preventative maintenance program utilizing the CMMS Software, ensure and verify all required maintenance is completed and in accordance with applicable policies, procedures and regulations.
- Resolves maintenance problems requiring comprehensive knowledge of practices and techniques.
- Implements and evaluates preventative maintenance programs.
- Responsible for maintaining life safety systems (fire notification and suppression, emergency lighting, etc.) in accordance with applicable regulations.
- Responsible for maintaining the facilities in accordance with applicable Workplace Safety & Health legislation and Fire and Building Codes.
- Responsible for hiring contractors to perform maintenance to facilities, up to delegated spending authority.
- Responsible for organizing response to emergencies.

OTHER DUTIES AND RESPONSIBILITIES

- This position reports to the Director of Facilities, however, the Facility Manager is expected to manage their programs independently and make decisions in accordance with the guidelines of the college's objectives and departmental policies and priorities including planning, supervising and executing the work program at the facilities.
- Problem solving requires consideration of various competing interests and may involve the adaptation of procedures, innovation and/or setting precedents.
- Problem resolution may require consultation with the Director of Facilities. Disciplinary decisions, problems related to policy, budget, safety, projects, etc., beyond the scope of the incumbent's authority.
- All decisions required to maintain normal operation of the facilities. Manage service projects and conduct inspections of buildings. Identify and implement cost-savings initiatives.
- Establishes and maintains open lines of communication with departments through formal and informal meetings with program staff.
- Responds to emergencies and ensures that concerns are addressed in a practical and reasonable manner.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	3
Staff Positions Indirectly Supervised	9

The incumbent may work with the following:

- Clients – maintain relationship, exchange information of mutual interest (customer relations).
- Contractors – discuss contract specifications, hire to do work at facility, discuss work performance, monitor fire and security alarms etc.
- External Consultants – consult on projects/improvements, etc.
- Building Services Manager/Maintenance Planner- Verify and update PM's or create new PM's as needed.
- Campus Development - consult on projects/improvements, etc.
- Security and Parking Services – provide access and security card access to facilities.
- Health & Safety Officer – liaise on facility safety issues.
- Municipal and Utility Companies (hydro, gas, etc.).
- College Staff

KNOWLEDGE, SKILLS, ABILITIES, OTHER

QUALIFICATIONS

- Technical Certification is required. Major trade certification; or valid certificate/diploma 4th CI Power Engineer or higher; or equivalent training and related experience coupled with several years' experience in a facility/property managed environment and in the performance of building operations and maintenance.
- Must possess a Class 5 Driver's License in good standing, ability to use own vehicle, ability to travel within the Province of MB.
- Experience in facility management, operations and maintenance.
- Excellent computer skills and knowledge of related software including Microsoft Office.
- Experience with Computerized Maintenance Management System (CMMS) preferred.
- Experience in customer/client relations.
- Experience and working knowledge of contract management, COR, building envelope maintenance, building and fire codes.
- Experience and knowledge of construction and maintenance activities and equipment is essential.
- Knowledge of the Workplace Safety & Health Act, related regulations and Federal legislation, safe work practices are required.
- Experience and knowledge in security systems, life safety systems, client relations, DDC operation, grounds equipment, and emergency response.
- Strong budgeting and financial skills, forecasting, monitoring and reporting.
- Excellent verbal and written communication skills.
- Good interpersonal skills.
- Strong customer and client relationship skills; ability to establish and maintain effective internal and external working relationships at all levels.
- Strong supervisory, leadership and coaching skills with experience working with a diverse workforce with demonstrated ability to develop and motivate staff.
- Self-motivated and highly capable of problem solving.
- Demonstrated ability to maintain confidentiality.
- Ability to multitask, prioritize and meet tight deadlines.
- Must become familiar with departmental operations, the objectives of the college, the work environments and the people involved in order to meet objectives.
- Demonstrated leadership and decision-making skills.

OTHER COMMENTS

Employee's Signature

Date

Supervisor's Signature

Date