



## **Manager, Facilities**

Canadian Museum for Human Rights

Winnipeg, Manitoba, Canada

### **Overview**

The Canadian Museum for Human Rights (CMHR) is a national museum dedicated to the evolution, celebration and future of human rights. It is the first national museum in Canada to be built outside the National Capital Region. Located in the heart of Canada in Winnipeg, Manitoba, the CMHR rises from the Prairie earth at The Forks, which has been a meeting place for over six thousand years.

The CMHR delivers an immersive, interactive and memorable experience for visitors of every background, age and ability. Each visitor has access to a fully reinvented museum experience that reflects a design approach that sets new Canadian and world standards for inclusion and universal accessibility.

We are seeking talented individuals who are motivated to share their passion and commitment to join our team. Together, we aim to enhance the public's understanding of human rights, to promote respect for others, and to encourage reflection and dialogue.

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### **Purpose of Position**

The Canadian Museum for Human Rights (CMHR) is centered around the idea that respect and understanding of human rights can serve as a positive force for change in the world. The Manager, Facilities will collaborate with other leaders in the organization to promote a workplace culture that is inclusive, equitable, innovative and focused on inspiring action.

Reporting to the Director, Facilities and Protection Services, the Manager, Facilities is responsible for overseeing facility-related operations, including maintenance and capital projects and related sub-contracts, in keeping with the strategic objectives established by the Board of Trustees and fulfilling the legislated mandate of the CMHR.

The incumbent is responsible for the day-to-day oversight of CMHR's facility assets and for developing initiatives to enhance the Museum's facilities and supporting infrastructure, as well as furnishings and grounds. The incumbent will be a courageous and empathetic leader, strong and thoughtful communicator, critical thinker, innovator, and will bring a collaborative approach to their role.

### **Key Responsibilities**

#### *Leadership*

- Fosters a culture that promotes respect, equity, inclusion and innovation, and models anti-racist and accountable behaviours.
- Mentors and coaches using performance-driven strategies focused on growth and development.



- Collaborates and participates in the overall organizational development and core operations of the Museum.
- Oversees the administration of a variety of related service contracts and projects (both capital and operational), and directs assigned staff and contractors.
- Contributes to the development of the annual budget for CMHR's Facilities department.
- Creates a culture of continuous improvement and learning.

#### *Operations and Maintenance*

- Develops and implements policies, programs and procedures to ensure objectives are met related to regulatory compliance, operations and maintenance, construction, security, health and safety, environment, and associated reporting.
- Carries out regular inspections to ensure the facilities and infrastructure are safe and well maintained.
- Prepares and reviews incident investigation reports and ensures follow-up of recommended corrective actions.
- Reviews energy consumption and monthly trends, and recommends improvements and solutions.
- Reviews the Museum's contractor framework, requirements and deliverables, and recommends or negotiates changes.
- Contributes to the development of contingency plans for emergencies and building systems failures.
- Responds to emergencies that affect building operations, e.g. power failures, loss of environmental conditions, life safety systems, etc.
- Recommends capital improvement projects/programs, prepares multi-year facilities operating budgets, controls expenditures within agreed budgets, provides project and expenditure projections and justifies expenses.

#### *Projects*

- Manages assigned projects and contracts, including monitoring deficiencies, negotiating and liaising with contractors and consultants.
- Oversees all design and construction activities including scopes of work and RFP processes, monitoring compliance with project specifications, budgets and schedules.
- Prepares and reviews engineering drawings and reports for completeness and application of sound engineering principles.
- Contributes to the requests for proposals by determining the scope of work and participates in the selection of contractors for projects.

#### **Required Qualifications**

- Post-secondary degree in Engineering or a designation in a facilities management program, e.g. Certified Facility Manager (CFM) or Facility Management Professional (FMP), and a minimum of six years' experience in a related field, or a combination of education and related experience may be considered.



- Commitment to human rights principles, including respect, equity, inclusion and dignity for all, including anti-racism.
- Leadership experience including developing, coaching and mentoring teams and overseeing the work of contractors.
- Project management experience.
- Working knowledge of tendering methodologies, preparation of technical specifications and statements of work and contract administration.
- Skills in problem identification, detection, isolation and resolution to detect technical issues in operations, maintenance and construction activities/engineering designs; and skills in formulating corrective advice and recommendations to remedy the situation.
- Knowledge and experience with various mechanical, electrical and architectural systems and associated best operating practices, building operations, maintenance and construction techniques, engineering and architecture.
- Working knowledge and understanding of provincial building codes and other standards, including American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) standards, National Fire Protection Association (NFPA) standards, and Canadian Standards Association (CSA) standards.
- Demonstrated success as a resourceful collaborator with the ability to communicate a clear vision and build relationships at all levels.
- Strong analytical and problem-solving skills.
- Exceptional time management skills, with the ability to work under pressure, multi-task and prioritize.

### **Desired Qualifications**

- Ability to communicate in both official languages.
- Experience working for or providing facility services to a museum, cultural institution, or similar entity.
- Experience working with a diverse workforce in a complex or multi-faceted workplace.
- Experience managing/leading in a unionized environment.
- Certified in the field of project management, e.g., Project Management Professional (PMP) or equivalent.
- Experience working with Computerized Maintenance Management Systems (CMMS).
- Knowledge of the environmental conditions required for collections/artifacts.
- Knowledge of sustainable facility management systems (e.g., Leadership in Energy and Environmental Design (LEED), BOMA BEST, etc.).

### **Conditions of Employment**

- Security Screening Level – Reliability Status
- Child Abuse Registry Check

### **Other**

- May require irregular hours, including weekend or evening work, with short notice.



- Work involves demands based on maintenance and operations, projects and repairs, including outdoor work as well as work at heights and around mechanical/electrical equipment.
- May require periods of standing, bending, climbing ladders or using lifts while supervising work sites or while walking throughout the building and grounds for inspections.
- Will be required to provide 24-hour on-call response, on a rotational basis.

### **Application Procedure**

Interested applicants should submit a cover letter and résumé through CMHR's Careers page at <https://humanrights.ca/about/careers> by April 1, 2021. The cover letter must provide **concrete examples that illustrate** how they meet the education and experience aspects listed in the Required and Desired Qualifications. Résumés will be used as a secondary source to validate the education and experience described in the cover letter.

The Canadian Museum for Human Rights (CMHR) believes that a diversity of experiences and thought drives innovation and transformation. We are working towards building a workforce that is representative of the community in which we live and that we serve. We are committed to providing equal employment opportunities to all and encourage you to identify your employment equity status in your cover letter. The information you voluntarily disclose will be kept confidential and used solely for the purpose of increasing workforce diversity.

The CMHR is committed to developing a work environment and recruitment processes that are inclusive and barrier-free. Please advise the HR representative if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.

Intent / Result of process: An eligibility list of qualified candidates may be created as a result of this process. The list would have a retention schedule of six months.

If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.