



Manager, Facilities Operations

Facilities Services

Posting: A17-16

Closing Date: September 22, 2017

Position Type: Continuing

Workload: Full-time

Start Date: As soon as possible

ORGANIZATIONAL OVERVIEW

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 18,000 learners each year, including over 1,100 Indigenous students and 1,100 International students. The College has an operating budget of over \$123 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor's degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

POSITION SUMMARY

Reporting to Associate Director the Manager is responsible for the operational management of building and grounds services and custodial services. The manager plans and manages staff, associated budgets and waste management contracts. Collaborates with other departments, schools and outside agencies in sustainable results for the college and community. Develops and implements goals and standards for Facilities Services. The performance of this position will require flexible hours of work.

A competitive salary, opportunities for professional development and an excellent benefit package are offered.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer

The full job description follows below.



EXEMPT JOB DESCRIPTION

Title: Manager, Facilities Operations

Approval Date: new February 2017

Division: Facilities Services

Supervises: 2 (45+ overall in unit)

Reports to: Associate Director

A) ORGANIZATIONAL OVERVIEW

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 18,000 learners each year, including over 1,100 Indigenous students and 1,100 International students. The College has an operating budget of over \$123 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor's degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

B) JOB SUMMARY

Reporting to Associate Director the Manager is responsible for the operational management of building and grounds services and custodial services. The manager plans and manages staff, associated budgets and waste management contracts. Collaborates with other departments, schools and outside agencies in sustainable results for the college and community. Develops and implements goals and standards for Facilities Services. The performance of this position will require flexible hours of work.

C) REPORTING RELATIONSHIPS

This position is responsible to the Associate Director, Facilities Services. Reporting to the position are two union supervisors (Building Operations and Building Services). There are over 45 in the unit.

D) ESSENTIAL JOB FUNCTIONS

Facilities Operations and Management

- Develops, coordinates and manages Facilities Services operational and tactical work planning.
- Manages and coordinates the custodial services department ensuring appropriate service standards are established and maintained, ensuring systems are in place so that facilities are clean and tidy; and coordinating College waste removal and recycling programs.
- Manages and coordinates the maintenance department ensuring that predictive and preventative maintenance programs comply with legislation and accepted industry standards for the maintenance of various equipment (mechanical, electrical and other services) and ensuring a comfortable & safe environment; with building systems (including building automation systems) that function effectively and efficiently.
- Manages and coordinates the grounds department ensuring that campus grounds are well maintained, safe and to a standard that provides a positive image for the college. Ensures appropriate practices are in place that promote and support environmental stewardship.
- Manages and coordinates all snow removal, salting and sanding efforts ensuring an appropriate level of safe passage & accessibility is provided.
- Manages the facilities services activities including training, procurement and personnel management; provides technical expertise in areas specific to the need and operation of the college.
- Maintains current knowledge and ensures regulatory practices are complied with and mandated in the operation of all facilities.
- Provides reports as requested, and prepares quarterly summary of accomplishments and effectiveness of each department.
- Analyzes workflow and workload trends and patterns to identify opportunities for improvement, resource allocation and cost benefit
- Anticipates potential obstacle to service delivery and develops strategies to overcome
- Effectively manage waste streams and recycling programs
- Develops, implements and maintains the quality standards required to maintain all College assets pertaining to Buildings and Grounds.
- Develops and implements departmental standards and procedures, assuring adherence by facilities staff.

Fiscal and Resource Management

- Verifies and approves invoices for payment, ensuring price and quantity accuracy
- Participates in the annual budget preparation, administers the budget, monitoring and reporting variances
- Develops and manages service contracts working closely with the purchasing department to ensure potential savings
- Verifies and approves invoices for payment, ensuring price and quantity accuracy
- Manages inventory activities for equipment, supplies and materials

Management of Human Resources

- Selects, orientates staff
- Manages staff performance through performance appraisals, staff recognition, attendance management, current position descriptions, and appropriate corrective discipline
- Focuses the facilities staff on achieving the operational goals, adjusting work duties and processes as required
- Ensures staff have a clear understanding of their work responsibilities and expectations and how they impact the college
- Develops the work schedules, reviews workloads and makes recommendation for alteration
- Works at both campuses to monitor staff performance, communicate with staff in person and provide training
- Represents the interest of the college in managing the labour relations function for the Facilities department, and liaison regularly with Human resources
- Ensures college policy, the terms of the collective agreement, WCB regulations, WHMIS, health regulations, are adhered to by supervised staff

Community Engagement

- Identifies emerging issues and their implications for service delivery
- Liaison with Sustainability manager on environmental practices and procedures

E) OTHER FUNCTIONS AND RESPONSIBILITIES

- May act for the Associate Director as required or assigned
- Participates in emergency management as required
- Participates on college wide committees as assigned
- Performs other related duties as assigned

F) KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive understanding of building codes and practices
- Thorough knowledge of WHMIS legislation and Worksafe BC regulations
- Knowledge and ability with computer software systems such as Microsoft office suite
- Working knowledge of the operation of facilities heating, electrical and fire alarm systems
- Knowledge of institutional facility operations

- Knowledge of management principles and practices
- Knowledge of products and equipment related to facilities services, testing methods for new products and equipment
- Knowledge of hiring, disciplining and evaluating staff
- Understands budget preparation and fiscal management
- Ability to develop and maintain record keeping systems and procedures
- Ability to write standards and procedures
- Ability to plan and schedule staff
- Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments
- Ability to develop, maintain and monitor quality control standards
- Ability to communicate effectively, both orally and in writing
- Ability to resolve customer complaints and concerns, providing assistance in helpful, courteous and timely manner
- Ability to foster a cooperative work environment
- Ability to provide technical guidance and training to staff, and supervisors
- Ability to monitor employee performance, provide appropriate feedback and develop work strategies where required
- Ability to work independently and in a team environment
- Skilled in the use of computers, developing reports and spreadsheets

G) QUALIFICATIONS

- Minimum 8 years of supervisory experience, preferably management in a Post-secondary institution or educational/commercial complex
- Diploma of Business Administration, Facilities Management Certification,
- Formal training in personnel practices such as: Human Resources Management, Effective Supervision and Effective Communication **or** equivalent combination of training and experience
- Valid BC class 5 drivers license