



PROVIDENCE

Director of Facilities

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Vice President Operations, the Director of Facilities is responsible for the management of all facilities operations, prioritizing, scheduling, and implementation of all facilities related work and initiatives of Providence University College and Seminary. Management of facilities includes building maintenance, grounds, energy management and control, water and wastewater distribution systems, electrical and mechanical systems, heating and boiler systems, shipping and receiving, and vehicle fleet management.

The Director of Facilities is responsible for the coordination, supervision, and management of the maintenance staff in the daily maintenance, repair activities, and contracted services, to achieve the timely maintenance and repair of the campus ensuring the physical operation of the college campus.

The Director of Facilities oversees the construction, renovation, repair projects, and the repair and replacement of electrical and mechanical parts and equipment to ensure an environmentally safe and healthy campus, adhering to health and safety standards and legal requirements.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Operational

- Provide managerial direction and leadership to a team that is on call 24 hours a day, 365 days a year.
- Direct maintenance staff and contractors in the operation and maintenance of the mechanical and physical plant.
- Working within approved budget in support of operational needs; maintain purchase and work-order systems to ensure equipment and supplies are available to team.
- Source, order and pick-up parts and supplies as required.
- Administer work-order system and ensure that requests are managed in a timely and effective manner for both external and internal guests.
- Coordinate, hire and manage all outside contractors; including, but not limited to, plumbers, electricians, elevators, recycling/garbage disposal.
- Develop, execute, and maintain monthly and annual maintenance plans and regular building and site inspections in conjunction with academic and special events calendars.
- Create, manage, and implement the deferred maintenance and preventative maintenance plan

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- Maintain and manage parts inventory
- Maintain all Shop and grounds tools and equipment
- Direct seasonal facilities support activities, including off-season overhauls/maintenance of heating, air conditioning, and ventilation systems, summer grounds maintenance and student workers.
- Maintain Campus Security with unlocking and locking procedures and maintain a comprehensive key log.

Grounds

- Coordinate activities of support staff and consultants engaged in implementation and administration of landscape projects.
- Receive and respond to inquiries from campus community and surrounding community
- Investigate and resolve problems related to water use, landscape projects, and refuse removal
- Organize and assist with snow clearing operations as needed
- Responsible for three water systems: manage testing chlorination, record keeping, and maintenance for the three water systems
- Manage the sewage lagoon

Campus Events

- Market and coordinate campus events utilizing campus facilities to internal departments and external groups
- Oversees the scheduling of facilities
- Oversees contract terms, records of campus events activities
- Oversee and assist in problem resolution
- Oversees all revenues generated through campus events, in accordance with Providence policies and procedures
- Participate in the development of operating goals and objectives for the unit; recommend, implement, and administer methods and procedures to enhance operations

Regulatory

- Coordinate with regulatory authorities regarding inspections, safety issues, accessibility issues, and others.
- Responsible for departmental health, safety, and WHMIS training programs, and thorough WCB compliance; actively participate in Occupational Health & Safety programs.
- Responsible for compliance with water and waste, lagoon regulations and inspections.
- Responsible for compliance with fire safety regulations and inspections.
- Guide compliance, development, and implementation of safety systems, procedures, and programs; head of Emergency Preparedness Committee and liaison with emergency services.
- Ensure compliance with applicable policies and local, provincial, and federal regulations
- Provide safety training for employees and ensure departmental compliance with established safety policies, procedures, and regulations.

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Participate and Provide Support for Facilities Planning

- Inspect buildings and office areas to evaluate suitability for occupancy, considering such factors as air circulation, lighting, location, and size
- Continuously survey and assess customer satisfaction with on-call facility repair services.
- Develop and implement projects and programs to assist in the accomplishment of established objectives, and short-and long-range plans
- Report on the funding needs to maintain the physical facilities of the institution, and administer the allocation of fiscal resources for various capital improvement and maintenance projects on the campus
- Assist with project management
- Participate in investigation and development of ways to improve the scope and quality of services provided
- Participate in the development of operating goals and objectives; recommend, implement, and administer methods and procedures to enhance operations
- Assist with administration of allocation and usage of space
- May serve as a consultant or advisor to other departments as to renovation needs
- Assist with contractors during building stage and do follow up creating deficiencies lists and organize warranty repairs
- Participate in development, implementation and maintenance of policies, objectives, short-and long-range planning.
- Assist with creation and implementation of a campus wide crisis management plan.

Administration and Personnel

- Oversee the supervision of assigned personnel, which includes work allocation, training, and problem resolution; makes recommendations for personnel actions
- Assist with the preparation and administration of the annual Facilities budget
- Prepare or supervise the completion of all purchase orders and relating invoices for facilities
- Oversee the supervision of personnel, which includes work allocation, scheduling, training, and problem resolution; evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance
- Participate in the hiring of personnel as it relates to full-time, part-time, and summer and student workers
- Maintain comprehensive records of maintenance and personnel
- Recruit and provide performance appraisals and reviews; develop and coordinate the training and development of Facilities staff members.
- Ensure open communication and mutual support between Maintenance and Students, Staff and Faculty.
- Identify shortcomings in responsiveness, quality of repairs, and customer communications.
- Take prompt, positive action to maintain high levels of customer service

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Safety

- Oversee campus safety programs, including the management and implementation of those programs to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses; develops accident-prevention and loss-control systems and programs for incorporation into operational policies of the institution and the safety of the physical environment for employees, students, and visitors
- Oversee the management, implementation, and coordination of the institutional fire safety/prevention program to reduce or eliminate injuries, death, financial and property losses due to fire related incidents for incorporation into the operational policies of Providence
- Oversee the annual safety inspections, alarms systems follow-up on recommendations for upgrades or repairs, ensure first aid kits, AED are working and well stocked
- Is a member of the Workplace Safety and Health Committee.
- Oversee and manage the response to, and investigation of, reports of hazardous or potentially hazardous conditions; review recommendations and/or take appropriate action to mitigate potential safety, health, and environmental risks

EDUCATION & QUALIFICATIONS

- Post -secondary education in Facilities IFMA International Facilities Managers Association Certificate – preferred.
- Minimum 3-5 years of supervisory/management experience, identifying and resolving related challenges, ability to evaluate and train staff, including organizing, prioritizing, and scheduling work assignments.
- Government required certification to operate the (public) water system and Lagoon Discharge Certification (provided by employer).
- Proficient in MS Office 365.
- Skill in the use of computers and knowledge of computer information systems and programs; applicable to facility management systems.
- Prioritizing tasks on a descending scale of critical importance following critical assessment protocols.
- Mechanical Knowledge (plumbing, electrical, HVAC) an asset.
- Experience and proficiency in automotive and grounds equipment repair. An asset

COMPETENCIES

- Actively supervise all staff to ensure efficiency and efficacy.
- An ability and willingness to engage in hands on work to facilitate staff as needed.
- Initiative: A willingness to take on responsibilities and challenges.
- Communication: Excellent skills in oral, written and interpersonal communication; ability to move about campus and to interact with students, faculty, and staff.
- Experience in building, mentoring, and coaching a team.
- Solution minded: Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions
- Leadership: A willingness to lead, model behaviour, demonstrate, and offer direction.

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- Strong Administrator: Ability to consider the costs and benefits of potential actions.
- Dependability: Dependable, responsible, and dependable, and fulfilling obligations.
- Diligence: Attentive to detail and thorough in completing work tasks.
- Multi-task: Ability to prioritize and work on multiple tasks, deadlines.
- Negotiating and analytical skills.
- Critical thinking skills.
- Technical aptitude.
- Ability to develop and maintain record keeping systems and procedures.
- Ability to develop, plan, and implement short- and long-range goals.
- A keen sense for detail and aesthetic value.
- Able to analyze highly conceptual issues and problems; provide creative solutions.
- Able to understand and communicate pertinent building and business regulations.

PERSONAL COMMITMENT

- To be in good standing with a local church
- An enthusiastic personal faith commitment
- A commitment to Christian higher education and to Christian ministry
- Affirm Providence's Covenant of Faith as outlined in the Staff Handbook
- Able and willing to uphold the Covenant of Community Life and model conduct accordingly

WORK ARRANGEMENTS

- Work Independently and as part of a team.
- Physical ability to lift and carry up to 50 lbs. up and down stairs and climb a stepladder.
- Willingness to work outside of regular hours and work overtime as business needs demand and to be on call to support the maintenance team.
- Cell phone required to communicate across the team and site. (Stipend provided by employer)
- Typical work week is Monday to Friday with 7.5 hours per day (8:15am - 4:30pm) totaling 37.5 hours per week.

APPLY

Submit a cover letter and resume by email to:

Scott Masterson, VP of Operations
 c/o Marlin Reimer, Human Resources Manager
 Email: hr@prov.ca

Start date: As soon as possible. This is a full-time position. Competitive salary range, dependent on education and experience.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however Canadian citizens and Permanent Residents will be given

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priority. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at www.prov.ca.

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