United College at the University of Waterloo

Job Description: Facilities Manager
Pay Grade: J ($70,999 - $88,749)
Job Status: Regular full-time

Job Summary:
The Facilities Manager (FM) is responsible for oversight and management of a broad range of facilities functions, including plant oversight, capital renewal, repair & maintenance, security, operating efficiency, negotiating with and managing contractors and vendors, purchasing, and management of safety-related issues, and operating equipment and systems. The FM also leads the College in fulfilling its commitment to sustainable operations, proactively reducing its environmental footprint through physical plant alternations as well as mentoring both student and employee behaviour.

Reports to: Executive Director of Finance & Administration

Job Tasks
1. Manage a team of 2 Facilities support staff. Provide direction and guidance to these staff, and be able to support them as needed to ensure proper and timely facilities services.
2. Identify immediate, short-term and long-term needs and opportunities related to the physical plant. Trouble shoot problems, prioritize issues and develop & implement solutions to keep facilities, grounds, and office equipment in appropriate condition with consideration of College priorities, life cycle cost/benefit and user needs. Identify and implement appropriate preventive maintenance strategy.
3. Source needed maintenance & repair services, furniture, facilities-related equipment and building supplies.
4. Manage and monitor both operating and capital renewal facilities expenditures to ensure budgeted levels are not exceeded, considering allocations for unanticipated events. Develop repair strategy and plan, recommending the annual facilities budget in both areas.
5. Lead College initiatives to maximize sustainability practices in a manner that realizes operating savings, leverages available incentives and reduces environmental impact.
6. Source appropriate vendors and establish effective vendor and contractor relationships, negotiate pricing, coordinate site visits, ensure effective service is received, and recommend contract modifications.
7. Manage the regular review and supportive action for effective implementation of the College’s safety systems, including the fire safety plan and the Safety Policy, and act as a certified member of the Health & Safety Committee
8. Oversee building access and security systems, establishing strategy, protocol and effective systems for execution.
9. Ensure facilities equipment inventory and furniture inventory is maintained and managed. Control storage area use.
10. Manage and schedule after-hours emergency facilities support. The FM ensures on site staff is trained to respond to facilities emergencies and is normally part of an on call schedule with the other facilities support staff for unresolvable emergencies 24 hours/day, 7 days/week.
11. Develop record keeping strategy and mechanisms and ensure accurate records of facilities activities are kept including:
• Key and FOB distribution and management
• Building drawings
• Warranty and repair
• Other records as needed

12. Determine data needs, and collect and analyze data to improve the effectiveness of UTD’s facilities strategies.
13. Support the implementation of major renovation and construction projects as needed; manage the owner item components of these projects.
14. Develop and manage room preparation systems for academic and conference activities
15. Communicate as needed regarding:
   a. Major facilities issues to the Executive Director of Finance & Administration, relevant facilities items and availability to staff and students
   b. Building & grounds accessibility through established mechanisms (currently on web site)
16. Develop and maintain appropriate facilities schedules and systems

**Job Qualifications:**

Education:

- Facilities Management Professional certification (or near completion)

Experience:

- Minimum 2 years in facilities management, including experience in sustainable building practices
- Minimum 5 years practical facilities knowledge and experience

Skills:

- Proven organizational and prioritizing skills
- Experience in data analysis
- Experience in project management
- Experience supervising staff
- A demonstrated aptitude for problem solving
- Demonstrated ability to make decisions
- Demonstrated ability to develop teams and work effectively in a team setting
- Communication skills, writing and speaking clearly and effectively
- Interpersonal skills, able to create positive relationships
- Demonstrated self-starter
- Attention to detail
- Proficiency in Word, Excel, and AutoCAD
- Valid drivers license and access to a vehicle for work assignments