

JOB DESCRIPTION

Position	Manager, Facilities Engineering	Hours	Averaging 35 hrs/wk
Classification	Hay (provisional)	Date	Nov 2016
Dept	Facilities Management		
Reporting To	Director, Facilities Management	Group	Non Union

The Facilities Management Department provides a range of services including the maintenance, upgrade, and alteration of existing facilities, project management, utilities services, and the management of residences and the Canada Games Complex. The objective of the Department is to effectively and efficiently deliver a multitude of diverse functions and services in support of the University’s overall mission.

PURPOSE:

The Manager, Facilities Engineering is responsible for providing technical input and support to the operation, maintenance, and alteration of existing facilities ensuring that all jobs are completed safely, efficiently, and on time within regulatory guidelines. In addition, the Manager will be required to contribute to a safe CBU campus through work with the CBU Joint Occupational Health and Safety Committee (JOHSC), the University Safety Officer, Deans, Directors, and Chairs. The Manager will deal with all manner of client issues, complaints, and concerns pertaining to the building environment with an ability to identify the specific issue or concern and determine how it can be resolved.

SPECIFIC RESPONSIBILITIES:

The Manager, Facilities Engineering is responsible for providing the technical support for the planning, organizing, reviewing, and directing the maintenance and repair of CBU facilities and buildings within a specified budget.

- Ensure adherence to the safe work procedures and all regulatory requirements.
- Manage assigned projects including outside contractors and monitor all work to ensure compliance with contractual requirements.
- Manage external service providers including consultants and other contractors to ensure that the deliveries of facilities services are done according to clients’ expectations and contractual obligations.
- Provide technical support to operations.
- Create purchase orders for the payment of services and monitor vendor invoices.
- Develop environmental and energy management strategies and initiatives.
- Work with faculty and staff to determine specific needs and develop estimates for capital, operational, and refurbishment projects.
- Respond to emergency situations in relation to facilities including after-hours calls.
- Conduct regular inspections of facilities for compliance, client satisfaction, and asset integrity.
- Manage and optimize the campus-wide distributed control system.

- Assist with the development of operating and capital budgets. Manage budgets for assigned areas of responsibility.
- Participate in the University Joint Occupational Health and Safety Committee (JOHSC) attending all meetings and responding to safety concerns.
- Work with the Safety Officer to address safety issues including liaising with Deans, Directors, and Managers.
- Liaise with the University Fire Marshall in the coordination of fire drills or emergency evacuations.
- May participate in collective bargaining.
- Other assignments as determined by the Director of Facilities Management.

QUALIFICATIONS:

- Post-secondary degree in engineering.
- Registered as a P.Eng. in Nova Scotia or eligible for registration.
- Minimum of ten (10) years' experience as an engineer, preferably in a facilities management role with well developed supervisory, communication, and time management skills.
- Technical knowledge of HVAC, electrical, plumbing, structural, and building maintenance systems as well as an understanding of building automation systems.
- Strong interpersonal skills and an ability to work cooperatively and effectively with faculty, staff, and students.
- Personal and professional integrity.
- Ability to work effectively under pressure and meet established goals and objectives.
- Self-motivated, professional and flexible.
- Able to work both independently and as part of a team.
- Proven ability to review and interpret technical drawings and specifications.
- Ability to analyze and interpret financial and other related data.
- Thorough knowledge of distributed control systems.
- Knowledge of regulatory procedures and provincial Codes/Standards.
- Knowledge of occupational hazards and safety precautions of building trades, the Nova Scotia OHS Act and WHMIS.
- Physically fit as the position requires extensive walking.