

Posting #24-021EM

Facilities Services Manager

Facilities Management

Regular, Full-time

Purpose

Reporting to the Director of Facilities Management and Capital Planning, the Facilities Services Manager will support the maintenance and operation of the university's buildings, grounds and related infrastructure. This position is responsible for the direct management of the maintenance team and relevant equipment, managing the operating budget, promoting a proactive safety culture, optimizing maintenance workflows and analysis of metrics from our maintenance management system (TMA) in order to deliver continuous improvement.

Responsibilities

Specific responsibilities will include but are not limited to the following:

- Leadership of the maintenance team, assigning responsibilities, providing guidance, and fostering a collaborative environment for optimal service outcomes;
- Promoting a proactive safety culture with the Facilities Management department through effective use of policies, procedures, leading indicators and management audits;
- Continuous improvement of service delivery in relation to groundskeeping, building maintenance and operations support;
- Operations and maintenance planning, effective execution of work, and monitoring the quality of the daily activities of the Facilities Services team to ensure the effective delivery of services;
- Developing, monitoring, and implementing a set of service standards;
- Managing operating budgets, schedules and contracts in collaboration with the Director and other Managers;
- Optimizing maintenance workflows and analysis of metrics from our computerized maintenance management system (TMA) in order to deliver continuous improvement;
- Development of an inventory of the required tools, supplies, parts and equipment;
- Managing the selection and engagement of contractors, suppliers, and vendors in relation to activities such as snow clearing, sanding, street sweeping and line painting;
- Available for call outs during non-regular work hours, for responding to items such as snow removal, special events, fire alarms and mechanical related emergencies; and
- Other duties as assigned.

Qualifications

The successful candidate will possess a Bachelor's Degree or equivalent education in a relevant field, along with 5+ years of related experience, preferably in a supervisory role in a public sector environment. has demonstrated experience managing both people and budgets. Experience with technical trades and maintenance personnel in a public sector environment is an asset, though relevant private sector management experience will also be considered. Documented career progression, supported by relevant education and training, is expected.



A broad knowledge and understanding of a wide range of trades' activities including carpentry and plumbing would be considered an asset. The successful candidate must possess a valid Class 5 BC Driver's License.

The ideal candidate will also possess the following:

- Excellent leadership and management skills combined with exceptional interpersonal, communication, and team-building skills;
- Effective personnel management skills and the demonstrated ability to manage multiple collaborators or groups at once;
- Training or education in a field that supports Facilities Operations;
- Experience with budget creation, tracking, and forecasting;
- Certification or experience with Computerized Maintenance Management Systems (CMMS) such as TMA or equivalent education or experience in managing trades-related fields preferred;
- Certification or experience with safety management in construction and/or operations is an asset;
- Research skills and the ability to draw information from a variety of resources, including people;
- Clear and concise writing skills and the ability to manage complex documents, including knowledge and experience with facilities operations' service contracts;
- Proficiency with word processing, spreadsheet, database, project management and communication software (i.e. MS Word, Excel, Access, MS Project and Outlook); and
- Strong multitasking and organization skills.

An equivalent combination of education and experience may be considered.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills and experience. The annual salary range for this position is \$85,000 - \$95,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be Monday through Friday, 8:00am to 4:00pm. Flexibility to work evenings and weekends is required.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.



About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-021EM in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by March 27, 2024. Applications will be accepted until the position is filled.

