

**Position Title:** Director, Facilities Management

**Department:** Finance and Administration

**Affiliation:** Management

**Salary:** To commensurate with qualifications and experience (\$84,734 - \$99,688)

**Hours of Work:** Salaried (normally 35 Hours per week. Schedule may vary with periodical on call)

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### POSITION SUMMARY

Reporting to the Vice-President, Finance and Administration, the Director of Facilities Management provides both strategic direction and hands on support to the University and oversees all aspects of the university's facilities management portfolio. The position is responsible for the planning, support, design, construction, operation and maintenance of the physical facilities of the university. The position is instrumental in ensuring the University meet their facilities strategies and maintenance plans.

### SPECIFICATIONS

- The position focuses on ensuring the University's needs related to facilities are met and are consistent with University policies/procedures, relevant safety & building codes, and municipal, provincial and federal legislation.
- The incumbent assesses all infrastructure, maintenance and physical operations of the University and works with internal stakeholders to ensure proper management.
- The position provides leadership and expertise in the planning, budgeting and execution of maintenance requirements and day to day operational requirements of the University.
- Manages the University Service Centre, the coordination of custodial services and is responsible for all campus security systems, processes and contracts.
- Responsible for all buildings of the university (some of which are open 24 hours/day), for building fire safety, crisis management planning, and is the first point of contact in an emergency.
- Administers contracts for the provision of supplies and services in accordance with applicable legislation and policy.

### REQUIREMENTS

Undergraduate degree in electrical or mechanical engineering is preferred in addition to a minimum of five (5) years supervisory experience in facility maintenance (or an equivalent combination of training and experience). Consideration will be given to qualified candidate with a related college or university program, in another discipline related to building maintenance, and considerable related experience. Demonstrated knowledge of trades, building codes, environmental codes, procurement, regulations on health and safety, including WHMIS, Occupational Health and Safety and first aid standards is required. Demonstrated excellence in verbal and written communication skills and an ability to deal with students, faculty, staff, trades persons, inspectors, and the general public is required. Experience in a post-secondary unionized environment will be considered a strong asset.

### APPLICATION PROCESS

Applications should be sent to Human Resources via email to [careers@nscad.ca](mailto:careers@nscad.ca). Applications should include a cover letter and detailed CV.

**Deadline for applications:** The University will begin considering applicants on **July 15<sup>th</sup>, 2019** and continue until the position is filled. We appreciate all applicants, however only those selected to move forward in the competition will be contacted.

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD University is committed to employment equity and values a diverse and inclusive workplace.*