

Position Title:	Facilities Manager
Department:	Director of Facilities Management
Affiliation:	Non-Union Exempt
Salary:	Pay Grade 5 (\$55,714-\$65,546)
Hours of Work:	Full-Time Monday to Friday. Some weekend and evening hours will be required. Available by phone 24/7 (excluding vacations)

POSITION SUMMARY

Reporting to the Director of Facilities Management, the **Facilities Manager** will be responsible for the hands-on operation and management of a preventive maintenance program for the Granville, Port, and Academy Campuses. This position will manage all maintenance staff and external contractors (including custodial and security) and ensures facility maintenance service excellence in support of NSCAD's programs and students. The Facility Manager will in coordination with the Director of Facilities assist in ensuring the facilities and life safety systems are maintained to a safe standard.

SPECIFICATIONS

- Manage all environmental elements of the buildings to ensure a safe and comfortable work environment for students and employees. Ensures NSCAD meets all environmental clauses as required in the lease with the Halifax Port Authority. Assists the Director in completing regular environmental monitoring certificates for the Board of Governors. Ensures NSCAD meets environmental legislature requirements and codes for all three facilities.
- Purchase assets related to the operation/maintenance of the building and equipment.
- Assist in the formulation of facility-related policies, procedures, operational, Environmental, OH&S, etc. for the Facilities Management Department.
- Prepare relevant information for budgeting purposes and ensures costs are controlled and within budgeted expectations including supplies, labor and equipment. Ensures all purchasing and procurement complies with NSCAD policy.
- Develops and implements schedules and procedures for safety inspections and preventative maintenance programs within the Facilities Management Department. Works with the Technicians to ensure proper hazardous material handling and removal.
- Act in a leadership capacity for the Joint Occupational & Safety Committee and Crises Management Committee.
- Performs timely performance reviews with all staff within his/her responsibility and in accordance with collective agreements.

REQUIREMENTS

A background in a recognized trade with Journeyman status or a Technology Engineering Diploma in a recognized field, along with a minimum of three (3) years of Management experience of technical trades personnel in an industrial, university or institutional setting (or an equivalent combination of training and experience). The successful candidate will enjoy using a hands-on approach, lead by example, and have a demonstrated ability to provide a quality, safe and healthy work environment. Strong computer and written communication skills. Skills and training in occupational health and safety, WHMIS, and first aid. Hands-on experience with Building Automation Systems, PLC's, pneumatics, electrical, heat pumps, propane, refrigeration and steam systems is required. Key assets will be previous experience in a reliability maintenance program and knowledge/experience of Building Automation Systems.

APPLICATION PROCESS

Applications should be sent via the CareerBeacon website.

https://jobs.careerbeacon.com/details/facilitiesmanager/1596229?utm_source=sharepage-friends&utm_medium=in-app&utm_campaign=refer Applications should include a cover letter and detailed CV.

Deadline for applications: The University will begin considering applicants on **February 21, 2020** 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.