

Director, Design and Construction Services

Date:	January 1, 2017
Reports to (Job Title):	Executive Director, Facilities
Jobs Reporting (Job Titles):	Design Group Associate/Senior Architectural Designer/Facilities Technologist, Senior Architectural Facilities Technologist/Lead Designer, Facilities Technologist/Designer (4), Facilities Technologist Space Documentation, Senior Architectural/ Furnishings, Coordinator/ Designer, Registered Mechanical Design Engineer/ Consultant, Senior Mechanical/ Civil Technologist/ Designer, Senior Mechanical Technologist/ Lead Designer, Registered Electrical Design Engineer/ Consultant, Senior Electrical Technologist/Designer, Electrical Technologist/Designer, Senior Construction Coordinator/Inspector/Major Projects, Senior Construction Coordinators/Inspector, Maintenance Project Coordinator/ Designer/ Inspector
Department:	Plant Operations
Location:	Main Campus
Grade:	USG 16 35 hr/wk

Primary Purpose

Reporting to the Executive Director, Facilities, the Director, Design and Construction Services leads a multi-faceted team of highly trained and skilled professionals and is responsible for capital project management and planning, design and construction of all buildings and site infrastructure within the University's multi-campus environment to achieve the University's academic and research objectives while providing the best possible service delivery to the University community.

Key Accountabilities:

1. Strategic planning support, including but not limited to:

Supports developing and implementing strategies to address stewardship responsibilities and long-term sustainability of the University's campus, facilities and infrastructure, maintaining the University's facilities condition and life cycle assessment to guide facility repair, replacement and renewal, and energy conversation requirements.

- Assists with planning activities and short and long-term campus and facilities planning to support the University's strategic direction.
- Assists with strategic planning efforts to ensure that the University is maximizing opportunities for efficient delivery of campus services and optimal investments in University-wide infrastructure consistent with the University's Campus Master Plan.

2. Operations management, including but not limited to:

Develops, maintains current, and oversees project management process through all phases of a capital project, including predesign and/ or schematic design, design and construction documentation development, permits and approvals, tendering and contract award and administration, construction, commissioning and takeover, and occupancy. Engages external consultants and contractors, as appropriate.

- Monitors staff, consultant and contractor performance, work schedules and compliance with design criteria, specifications and contract documents so that projects are completed on time and within budget.
- Creates and/ or enhances an accessible, safe and secure, and functionally-enriched campus environment, equipped with state-of-practice amenities, for learning, teaching, researching, working, living and playing.
- Ensures compliance with all relevant legislation, including related regulations, codes and standards, policies and procedures. Develops and enhances a safety culture within the department.
- Develops, periodically reviews, and maintains current, departmental specifications, standards, work processes and practises appropriate and necessary for operational consistency and effectiveness.

3. Supervising professional, including but not limited to:

As a licensed professional, provides professional design consultation services on the University's behalf, coordinating services among internal staff and external consultants, as appropriate, and prepares and seals and/ or signs, as applicable:

- a) documents and drawings within scope of practise for construction, alterations and repairs;
 - b) building permit applications;
 - c) compliance letters to respective municipal building code authority signifying general conformity of construction, alterations and repairs with documents and drawings within scope of practise; and
 - d) occupancy drawings for liquor license application purposes.
- Monitors construction, alterations and repairs to assess progress, quality and adherence to design specifications, standards and safety and environmental requirements.

4. Forecasting and financial planning, including but not limited to:

Assist with planning activities, short- and long-term campus and facilities planning and energy conservation and infrastructure renewal planning to develop a capital planning program and multi-year budget forecast to support the University's strategic and operational direction.

- Develops, and updates, as appropriate, project and construction cost estimates for capital projects of up to \$30 million annually for planning and development purposes.
- Develops and monitors metrics to ensure operational efficiency and effectiveness, servicing client needs and meeting campus needs on time and within budget.
- Develops and administers the departmental budget of approximately \$2 million annually, operating within allocated resources.

5. Human resources management, including but not limited to:

Responsible for the selection, evaluation, employee relations, training and professional development of approximately 20 departmental staff. Foster a client-focused, service-oriented work environment built on employee innovation and idea generation balanced with appropriate risk management and business excellence. Contribute to a safe work environment by supervising departmental activities within the context of the University's health and safety management program and consistent with University's strategic direction and regulatory requirements.

6. Other:

Performs other related duties and responsibilities as assigned and supports departmental activities.

Position Requirements

Education:

Post-secondary education in architecture, engineering or related field or equivalent combination of education and experience.

Experience:

Ten (10) years of progressive experience as a licensed professional, with at least five (5) years' experience in a senior leadership role, in designing, planning and construction of buildings and facilities together with proven project management expertise within a major institutional sector(s), such as education, post-secondary education, medical/ hospital or consulting service industry, in Canada.

A licensed professional architect or licensed professional engineer registered with their respective Ontario regulatory body, Ontario Association of Architects (OAA) or Professional Engineers Ontario (PEO). Background and experience in mechanical or electrical engineering may be preferred.

Comprehensive technical knowledge and application of building, fire, safety, accessibility and related legislation, including regulations, codes and standards, architectural, engineering and construction industry best practices, including building materials, electrical, mechanical and structural systems, space planning and furnishings, site planning, and construction law.

Sound working knowledge of property and facilities management principles, services and operations.

Knowledge of liabilities and responsibilities of project owners, constructors, architectural/ engineering consultants and construction industries.

Demonstrated track record of effective leadership and collaboration with various constituents at all levels and ranges of expertise.

Proven ability to effectively manage multiple priorities and exercise independent, prudent judgement.

Excellent communication and interpersonal skills, with a deep commitment to customer service, proven financial acumen and negotiation skills, innovative approach to problem solving and a track record for leading high performance delivery teams defined by a culture of excellence and responsiveness.

Proficient in the development of design and operational specifications, standards, work practises and procedures. Able to work effectively within the University's unique culture and decentralized environment.

Technical:

MS Word	Excel	PowerPoint	Other
Intermediate	Advanced	Intermediate	other

- Other: AutoCad/ Revit production, sketching, BIM, Architectural & Mechanical Desktop, Archibus/ CAFM/ IWMS software, VFA software.

Nature and Scope

Interpersonal Skills:

Demonstrated track record of effective leadership and collaboration with various constituents at all levels and ranges of expertise.

Level of Responsibility:

Manages campus-wide functions and processes that are highly specialized with direct reports.

Decision-Making Authority:

Makes decisions on timelines, budget allocation, and staffing resources to meet strategic objectives.

Physical and Sensory Demands:

Minimal demands typical of a senior position operating within an office environment.

Working Environment:

Regular working hours, some evening/weekend work required. Exposed to stress and pressure associated with senior level responsibilities, significant financial oversight and confidential human resource leadership.



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