

Job Description

Job Title:	Manager, Facilities and Space
Department:	Office of the Dean of Engineering
Reports To:	Dean of Engineering
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	October 1, 2017

Primary Purpose

The main focus of the position is to elevate and recognize the importance of space; its availability and utilization in support of the academic mission of the Faculty of Engineering. The Manager, Facilities and Space is accountable to the Dean of Engineering and is responsible for Faculty-wide initiatives pertaining to space allocation and planning, construction and renovation projects, efficient use of space and planned and emergency maintenance. The incumbent provides operational leadership on building security, health and safety, and accessibility services. The Manager, Facilities and Space, acts as the liaison for computing support including trouble-shooting routine computer issues and procurement for the Dean of Engineering Office.

Key Accountabilities

Space Planning and Management

- Develops short-term and long-term space plans to meet teaching and research needs of the Faculty.
- Evaluates, manages, and makes recommendations to the Dean of Engineering regarding requests for new campus space, temporary use of space and reallocations.
- Provides oversight of resources to ensure facilities are used effectively and allocated equitably within the Faculty including the broader Dean of Engineering Office, academic units, academic support units, student and project space.
- Assists with evaluating and assessing space requirements for new initiatives.
- Works collaboratively with senior leadership on costs related to space holdings, renovations and building fund.
- In conjunction with the Dean of Engineering and Director of Advancement supports naming opportunities for renovations and new projects.
- Acts as a resource to Faculty of Engineering Space Planning & Facilities Coordination Committee (FESP) and supports the committee Chair. Outside of FESP, the incumbent is expected to communicate regularly with Associate Deans, Chairs and Directors to ensure complete transparency of the planning process pertaining to all space matters that include prioritization, allocation, renovation and new construction.
- Monitors and reports on the progress of projects including construction, renovations and infrastructure changes.
- Develops and monitors work requests through to completion. Oversees and coordinates requests for repairs and renovations within academic and academic support units including planned and emergency maintenance.
- Monitors financials including client approvals. Responsibilities include tracking and reviewing invoices, receipts and budget expenditures.
- Provides for issues of accessibility and equity, particularly within new construction, as well as the retrofitting within renovations to provide overall improvements.
- Promotes energy conservation and the greening of buildings.

Health and Safety Administration

- Works collaboratively with Police Services, Safety Office and Counselling Services to coordinate and develop an action plan in emergency situations and serves as the emergency contact next to the Dean of Engineering. The incumbent manages the recruitment and facilitation of the orientation sessions for staff who agree to serve as Building Coordinators and Fire Wardens. The incumbent ensures the emergency plan is kept current and maintains and updates the Fire Warden list and maps.

Job Description

- Works jointly with Police Services and Plant Operations to create and implement a safe working environment. Constant scrutiny of the Faculty key structure is required, anticipating potential issues, providing preventative measures for securing facilities; investigating measures for improvements to building security and monitoring risk management.
- Oversees the facilitation of first aid certification for the Faculty of Engineering by monitoring the ratio of personnel to the number of certified first aiders by unit and recruiting where needed.
- Acts as the Faculty of Engineering liaison for safety concerns including receiving and following up on concerns from the Safety Office, faculty, staff and students regarding safety in the working environment and building common areas. Incumbent works with unit heads to problem solve safety concerns.
- Conducts safety inspections and appropriate follow up for space controlled by the Dean of Engineering Office and ensures new staff complete mandatory Health and Safety training.
- Maintains Automated External Defibrillator (AED) verification lists and maps for the Faculty of Engineering. Duties include but not limited to distributing maps to the Safety Office, procuring and installing AED consumables.
- Maintains first aid supplies.
- Works with the Safety Office and units to coordinate the annual Health, Safety and Environment (HSE) Report.

Data Compilation

- Management and comprehension of constant and complex data from Institutional Analysis and Planning (IAP) related to space allocation and other operational items. Maintains accurate information in multiple databases and produces reports as required.
- Develops and undertakes regular space holding reviews with academic and academic support units.
- Organizes, collects and maintains accurate data on the use and allocation of space. Tracks changes in space use and allocation over time.
- Initializes, distributes, collects, and analyzes data required for the debt load survey completed in the Spring and Winter terms.

Key Control

- Acts as department key controller with signing authority, ensuring appropriate authorization in issuing and ordering keys.
- Reviews requests for various access keys including building entrance keys to ensure security and risk management. Incumbent reconciles reports on lost and expired keys and performs key audits.
- Liaises with Plant Operations locksmiths for key code changes.
- Works with units to create and deactivate Fobs, updating codes for electronic locks as needed.

Computing Support and Other –

- Acts in an advisory capacity in trouble-shooting and procurement of various software and hardware for the Dean of Engineering Office in consultation with Engineering Computing.
- Reconciles P-card and monthly expenses for Engineering space and facilities.

Required Qualifications

Education

- Completion of a Bachelor's degree in a relevant field, or equivalent education and experience. Post-secondary degree or equivalent education and experience.

Experience

- 3- 5 years' experience with space planning, building management and operations experience required. Demonstrated experience with building operations, renovations, maintenance, and security access.
- Proven experience managing multiple complex and large projects simultaneously while coordinating competing demands and priorities.
- Experience with space inventory and management systems. Progressive experience with data management to assist with planning and forecasting.
- Experience dealing with numerous client inquiries, providing accurate and consistent advice.
- Experience planning and coordinating diverse services in support of renovations and relocations.

Knowledge/Skills/Abilities

- Demonstrated ability to maintain and produce detailed project information in an accurate and timely manner.
- Demonstrated ability to build and maintain respectful and productive professional relationships with stakeholders.
- Core competences include: project management, attention to detail, analytical insight, creativity, flexibility, organizational, time management, collaborative and communications skills
- Demonstrated ability to exercise good judgment and make independent decisions.
- Advanced computer literacy using Microsoft Excel, Word, PowerPoint.

Nature and Scope

- **Contacts:** Internally, this position interacts with the Dean and senior leadership, Plant Operations, Safety Office, Accessibility Services, Central Stores, and numerous other service providers. Excellent organization and interpersonal skills required. Clear communication and documentation essential. Ability to develop and maintain excellent working relationships to create a positive and productive environment is critical. Externally, this position interacts and coordinates with 3rd party service providers including contractors and vendors.
- **Level of Responsibility:** This position is responsible and accountable for the development and execution of all space related strategy, operations and evolution as outlined above. The incumbent is expected to work with little supervision under the guidance of the Dean of Engineering.
- **Decision-Making Authority:** This position is responsible for making recommendations to the Dean with respect to decisions related to space planning, construction and utilization.
- **Physical and Sensory Demands:** Physical conditions are typical of an office setting, with minimal exposure to disagreeable conditions. On occasion, may be exposed to stress and pressures as a result of dealing with time sensitive issues. Site inspection and other aspects of the position may involve significant amount of walking.
- **Working Environment:** Regular working hours, with occasional evening and weekend work required.