

Job Description

Job Title:	Executive Director, Facilities
Department:	Plant Operations
Reports To:	Vice President, Administration & Finance
Jobs Reporting:	Director, Business Operations Director, Design & Construction Services Director, Maintenance & Utilities Associate Director, Environmental Services Associate Director, Parking, Grounds & Transportation
Salary Grade:	USG 19
Effective Date:	July 2019

Primary Purpose

Reporting to the Vice-President, Administration & Finance, the Executive Director, Facilities leads a multi-faceted team of highly trained and skilled professionals and is responsible for establishing the strategic direction and vision of the department. Facilities is responsible for capital planning, design & development, construction, operation and maintenance of all buildings and site infrastructure within the University's multi-campus environment while providing the best possible service to the University community.

Key Accountabilities

Strategic Oversight and Support

- Leads the planning, design, tendering, construction, operations and maintenance of buildings, lands and infrastructure to achieve the university's academic and research objectives.
- Translates the University's 2009 Master Plan into a tactical execution plan for the betterment of the campus.
- Initiates and leads strategic planning efforts to ensure that the University is maximizing opportunities for efficient delivery of campus services and that investment in University-wide infrastructure is optimized.
- Conducts strategic planning activities and formulates short and long-term facilities plans to support the University's strategic direction.

Administrative Leadership

- Provides effective leadership, mentoring, planning and execution for all facilities services including design and construction services, trades, custodial services, landscaping/snow removal operations, building operations, preventative maintenance activities, vehicle fleet maintenance, landscape maintenance, waste management, and parking services.
- Responsible for contracting with external contractors and monitoring their performance, work schedules and compliance with design criteria, specifications and contract documents so that projects are completed on time and within budget.

Operations Management

- Responsible for developing and administering a preventative maintenance program / deferred maintenance management program to maintain the appearance and operation of a \$2 billion campus infrastructure involving 4 campuses with more than 9 million square feet in 60 major buildings.

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- Oversees facilities condition assessments in order to establish priorities for facility repair, replacement or capital renewal.
- Ensures the dependable operation of the central plant services for the comfort of employees, students and visitors.
- Ensures compliance with all relevant laws, regulations, policies and procedures while maintaining and improving the department's emphasis on safety.
- Maximizes flexibility and responsiveness for all operations and services, and fosters customer service.
- Prepares energy conservation plans, implements energy and utility savings projects and establishes standards for the efficient use of utilities.
- Manages departmental information systems using both internal and externally contracted services.

Forecasting and Financial Planning

- Attends relevant committee meetings and interacts with senior administration in strategic planning, the long range physical planning and development of the campuses, and the development of the capital program.
- Collaborates with other senior leaders across the campus including Deans and senior managers.
- Develops and monitors metrics to ensure the organization is operating efficiently and effectively, and meeting the needs of the campus within budget.
- Recommends to the Vice President, Administration & Finance resource requirements to fulfill facilities mandate through the development of a three year budget forecast.

Human Resources Management

- Responsible for the selection, evaluation, employee relations, training and professional development of 400 departmental staff.
- Maximizes flexibility and responsiveness for all operations and services, and fosters customer service through the entire Facilities group.
- Develops and monitors metrics to ensure the organization is operating efficiently and effectively, servicing client needs within budget.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Post-secondary education in a related field or equivalent combination of education and experience

Experience

- 10 years of progressive experience in related engineering, architecture, or operations.
- Demonstrated experience in the construction and/or maintenance of central heating & cooling systems, along with a track record of effective leadership and collaboration with various constituents at all levels and ranges of expertise.

Knowledge/Skills/Abilities

- Comprehensive technical knowledge of building and infrastructure systems.
- Proven ability to effectively manage multiple priorities and exercise independent 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

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record for leading high performance delivery teams defined by a culture of excellence and responsiveness.

- Proficient in the development of policies and operational procedures
- Able to work effectively within the University's unique culture and decentralized environment
- Intermediate proficiency with MS Word and PowerPoint, advanced proficiency with Excel

Nature and Scope

- **Contacts:** 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.