

ALBERT COLLEGE

JOB DESCRIPTION

TITLE: **Facilities and Operations Manager**

REPORTS TO: **Chief Financial Officer**

PRIMARY FUNCTION:

To provide leadership and manage the operations team in overseeing all facilities and equipment of Albert College. To provide high quality services to our students and staff and maintain the appearance, upkeep and functioning of the entire College and grounds. To provide cost-effective management of resources while promoting health and safety for all workers.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Manage, maintain and direct the overall functionality of the facilities operation. Direct staff and contractors; determine and reassign schedules and priorities; provide technical guidance to on-going facilities maintenance, renovation and construction projects.
2. Supervise and mentor staff; set goals and objectives; manage performance and conduct appraisals; research and facilitate staff development plans; conduct departmental meetings; develop, promote and sustain a positive and open work environment; facilitate conflict resolution when necessary.
3. Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.
4. Serve on the Joint Health & Safety Committee and other ad hoc committees as requested; ensure that any equipment, protective devices or clothing required by the College is used or worn by facilities staff; reinforce compliance with the Occupational Health and Safety Act, The Workplace Hazardous Materials Information System (WHMIS) and related regulations. Establish, document, and reinforce departmental policies and procedures on work standards that promote the health and safety of workers and the preservation of resources.
5. Ensure guidelines and procedures to secure buildings, people and assets are followed.

6. Serve on the Property Committee of the Board of Governors. Prepare reports regarding the long-term needs of the facility in conjunction with the Chief Financial Officer.
7. Assist the Chief Financial Officer in managing the maintenance department budgets; estimating facilities needs and preparing cost forecasts on projects, cleaning supplies, equipment, furnishings, bedding, contracted service, labour and capital expenditures. Make recommendations for long-range furniture and equipment replacement; plan, monitor and maintain the Preventative Maintenance Program.
8. Monitor and coordinate the Recycling, Solid and Hazardous Waste Program. Ensure the program is in accordance with the Ministry of the Environment legislation and meets the CAIS National Standards – specifically 12 – Facilities and Infrastructure.
9. Maintain professional security services for the protection of persons and property.
10. Proactively and in conjunction with other departments, manage and coordinate all physical requirements for conferences/meetings/events requiring room set-ups/take downs and special needs according to school calendars. Arrange staffing as needed to ensure special events are well supported. Solicit feedback regarding the success of all events; investigate and follow-up on all complaints and concerns.
11. Respond to power outages, fire and flood restoration, and emergency services; perform damage assessment and control; implement short-term accommodations/storage requirements; arrange for the itemization of College assets and care of students personal effects; arrange for cleaning equipment/services and the replacement of damaged goods.
12. Be aware of and ensure Public Health regulations are followed – this includes protocols regarding lice and bed bugs.
13. Assess and report to the Chief Financial Officer, the state of the boarding houses and other facilities, or breaches of rules that may initiate a disciplinary action of a student in accordance with the Guidelines of Boarding Life in the Student Handbook. Report all equipment and facility damages to the appropriate supervisor.
14. Facilitate the expectations of the Tenancy Expectations agreement between the College and its tenants including the regular inspections noted in the agreement.

WORKING CONDITIONS

Work is primarily performed indoors, although outside work is also required with exposure to varying weather conditions. While performing the duties of this job, the employee must regularly walk, stand and see; orally communicate; hear, reach with arms and hands to handle or feel objects, tools and controls; stoop, kneel, crouch and control machinery using light hand

grasp and fine manipulation; walk, climb (ladder and lift), crawl into confined spaces, use forceful hand grasp, rotate neck left and right, bend neck forward and backward and lift and/or move up to 50 pounds. Specific vision abilities include near and far vision to read labels, dials and operate some machinery (e.g. snow blower, thermostats, fire panel, sprinkler controls, etc.).

Work environment includes exposure to varying temperatures, electrical hazards, toxic or caustic chemicals, dust, fumes and wet and slippery conditions. The noise level is modest. Necessary aptitudes include understanding written and oral instructions, finger and manual dexterity, and eye/hand/foot coordination. Stress can be caused by the condition of washrooms and by coming across unpleasant situations.

HEALTH & SAFETY

Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.

COMMUNICATION PROTOCOL

As Facilities Staff in a school setting, may become aware of information related to students or families during the course of the school year. The College expects its staff to conduct itself with appropriate discretion and refrain from discussing matters which are the domain of faculty and administration. This applies to communication during the working day and beyond.

The College also expects that the Facilities Staff will use the school's communications systems (i.e. telephone, e-mail, facsimile, etc.) and will adhere to the highest forms of professionalism and integrity. Please consult the Employee Handbook for any clarification.

SKILLS REQUIRED

- Possess knowledge of environmental controls and electrical systems; building maintenance and construction techniques and standards; worker's compensation; Occupational Health and Safety; Workplace Hazardous Materials Information System (WHMIS); Building and Fire Codes.
- Familiar with contracts; insurance; applicable Codes, Acts regulations and legislation; standard operating procedures; College policies and procedures.

- Possess excellent interpersonal; supervisory; communication; organizational; negotiation; consultation and conflict resolution; problem solving; analytical and decision-making skills.
- Able to work effectively with staff; students; trustees; contractors; architects and trades people.
- Demonstrate effective prioritization and time management; financial management and project management skills.
- Understand and able to use technology, some equipment and machinery.

CERTIFICATIONS AND LICENCES REQUIRED

- Valid Ontario driver's license.
- Vulnerable Sector Check, at your expense, is required and must be successfully completed before employment can be offered or started.
- WHMIS certificate
- Working at Heights certificate
- Certified member of the Health & Safety Committee.

CORE VALUES

Embrace Albert College's Core Values of Individuality, Compassion, Integrity, Diversity and Inclusion, and Optimism. Employ respect, excellence, honesty, customer focus and continuous improvement in all interactions and tasks.

JOB SPECIFICATIONS

Identifying, Planning and Executing – determines the relative importance of needs, prioritizes and sequences work, and effectively changes direction when appropriate, especially under pressure.

Teamwork and Partnership - Keeps team members or partners informed and up-to-date about group processes, individual actions, and influencing events with strong written and verbal communication skills. Finds out what information others need, proactively shares own knowledge and asks the right people for information relevant to own role.

Customer Business Sense - Works together with constituents to problem solve, de-escalate and provide straight-forward knowledge and advice. Asks questions, listens, probes and summarizes to gain in-depth understanding of customers' goals and perspectives.

Judgment and Decision making – reviews alternatives before making decisions, looks for the most efficient and productive course of action. Is prepared to make difficult decisions within scope of own role.

Agility - Understands and responds to organizational needs by looking for opportunities to improve and modify approach appropriately. Makes decisions to act in the best interest of the organization.

Ability to use a computer in word processing and accounting. Experience and knowledge of MS Excel and databases. Self-motivates to complete tasks, continue to learn and bring enthusiasm to the role.