



POSITION VACANCY

Call Number:	2022 - 60
Position:	Manager of Facilities and Operations
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
2022 Salary Range:	\$98,654 to \$123,317
Date Posted:	July 28, 2022
Closing Date:	August 17, 2022 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Wednesday, August 17, 2022.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION
Recreation and Culture Department

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Manager of Facilities and Operations

POSITION SUMMARY: Responsible for leading and monitoring Facilities and Planning capital and operational projects, including renovations, new construction, renewals, preventive and restorative projects.

DIVISION: Facility Management Services

RESPONSIBLE TO: Director of Recreation & Culture

SUPERVISES: Facility Supervisors (2), Facilities Technologists (2),
Facilities Clerk

RESPONSIBLE FOR:

1. Provides both direct and indirect supervision. Sets up standards of performance, monitors capital, financial and human resources, coordinates operations, counsels, subordinate supervisors on unusual problems.
2. Research recommend to the Corporate Leadership Team (CLT) facility management and space planning strategies in to ensure, an efficient use of space, address facility needs, develop corporate wide facility design standards, and adherence with provincial legislation requirements and provided support for the Acquisition, disposition and lease of real property.
3. Oversees daily operations of all municipal facilities, such as: security; caretaking; housekeeping; building and equipment maintenance; land improvements and ground maintenance, provide oversight of the development of preventive maintenance plans, and establishes, monitors, and revises, standard operation procedures related to these areas.
4. Oversee the Initiation of building condition assessment, energy audits, appraisals, permits, and any studies required to assist in the prioritizing and programing of annual capital facility renewal projects and provide support to the capital asset management team.

5. Develop an Energy Management Plan, to identify the energy consumption of all facilities and implement recommendations for the reduction and optimization of energy usage, research funding source opportunities or programs to assist with the implementation of solutions. Develop business cases for Federal and Provincial incentive funding for energy retrofit programs.
6. Liaise with internal departments to establish design and construction program needs and assessment, scope of work, project budgets, schedules, manage lease agreements, and provide information to risk management as required.
7. Research and write terms of reference in accordance with the Procurement Policy to engage the services of consultants, co-ordinate the request for proposal (RFP) process, review and evaluation of proposal submissions and recommend consultant selection and administer consulting contracts.
8. Oversee the activities relating to the design, construction, and improvement all capital facility projects from concept to commissioning. Provide contract administration oversight of by approving Consultants and Contractor's monthly progress payments; review and approve change orders and change directive, substantial performance, and release of statutory holdbacks; tracking progress, performance and maintenance of project scope, cost and schedule, conduct earned value management analysis.
9. Develop and manage the preparation and control of the capital and operating budgets, and prepare council reports that provide recommendations supported with background information / documentation and presentations as required.
10. Liaise with the MOE, MTO, MMAH, TSSA, and ESA, OHSA and other agencies and professional associations regarding construction improvements.
11. Ensure staff relations are conducted in accordance with internal human resources policies and practices, Collective Agreement and appropriate employment legislation. Attend and participate in union related matter such as grievances.

POSITION REQUIREMENTS:

Minimum Four (4) year university degree in Civil Engineering or Architecture.

Licensed Professional Architect (OAA) or Licensed Professional Engineer (P.Eng).

Minimum five (5) years experience, in Facility Management.

Knowledge of Provincial legislation, including fire codes, building codes, the Occupational Health and Safety Act, AODA, Designated Substance Surveys, Ontario Procurement By-Laws, the Lien Act, other Provincial Legislation. Experience with managing capital projects, and reviewing capital budgets as well as supervising and overseeing onsite construction progress.

Ability to read, and interpret blueprints and schematics, work orders, and technical submissions, including air balancing reports and wiring schematics for mechanical equipment.

Strong communication skills both orally and written.

Must possess a valid Class "G" Driver's License

Working knowledge of word processing and spreadsheet software.

OTHER QUALIFICATIONS:

Successful completion of the Project Management Professional Designation (PMP) with PMI, and Certified Facility Manager designation with IFMA is not required but considered an asset.

Created: March 2, 2022