#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Associate Vice-President, Facilities Management

**Job Number:** X-011 | VIP: 1022

**Band:** EXEMPT- 12

**Department:** Facilities Management

**Supervisor Title:** Vice-President, Finance & Administration

**Last Reviewed:**  February 10, 2019

#### **Job Purpose:**

Directs both Trent University staff and a wide range of contracted services in planning, constructing, maintaining, renovating, surveying, and altering the physical infrastructure of the University. Establishes departmental goals and objectives to achieve appropriate environments for learning, conducting research, living, and working at the University. Directs the ongoing operations of capital planning, mechanical and electrical maintenance, general building maintenance, custodial operations, grounds, waste management and environmental sustainability initiatives.

#### Key Activities:

##### Facility Operations, Construction & Capital Projects

1. Directs the operations of the department towards the establishment of objectives and the achievement of goals.
2. Meets frequently with section managers to oversee the operations of mechanical and electrical maintenance, utility services, general building maintenance, custodial operations, grounds, environmental sustainability, and waste management.
3. Directs periodic audits of the condition of the university’s physical resources and charts cyclical renewal requirements for 1–10-year period.
4. Works with the Vice-President, Academic and senior academic chairs to determine, plan and achieve appropriate environments for teaching and research.
5. Make recommendations to senior management and Board of Governors with respect to priorities for major construction, renovation, and alteration projects.
6. Drafts and submits all capital funding applications and acts as liaison to government funding agencies.
7. Make recommendations to senior management and the Board of Governors with respect to all campus planning issues and initiatives.
8. Directs all major construction projects, including architect and engineer selection, coordination of users committees, drafting of instructions to consultants, preparation of RFP’s, RFEI’s etc., approval of all design phases, management of tender calls, financial & contract management, and general monitoring of all phases of construction.
9. Directs the real estate functions of the university, including the purchase and sale of lands, the leasing of required and/or surplus buildings and property, as well as the coordination of all municipal zoning, property tax and legal issues.

##### Financial Oversight & Administration

1. Directs the financial management of the department, including the establishment and monitoring of budget control systems to ensure compliance with the University’s financial policies and procedures.
2. Oversees management information systems to maintain budget control and to direct the resources of the department in an appropriate fashion (e.g., web-based work order system for corrective and preventative maintenance; facility management software to record all floor plans and building related data, deferred maintenance database for MTCU reporting).
3. Ensure the timely reporting of all expenditures related to provincial ministry of education and training capital funding programs, including major capital initiatives.
4. Prepare and present professional reports for Senior Administration and the Board of Governors as required.

##### Human Resources

1. Provides management, direction, and leadership to the Facilities Management section managers, monitoring and evaluating staff performance and managing the staffing processes for management positions with the department.

#### Education Required:

* University degree in Engineering or similar field of study from a recognized academic institution. A Master’s in Engineering or MBA would be an asset.
* Additional training: legal (land/building/environmental legislation), contract law, land planning/development, risk management, financial management and budgeting, capital planning, government/institutional practices, labour relations expertise (application of collective agreement and organizational effectiveness).
* Leadership training/capabilities, negotiating skills and excellent communications qualifications (clear, precise writing and good oral/presentation skills).

#### Experience/Qualifications Required:

* 12 to 15 years’ experience (broad, multi-disciplined training/skills application) in an architectural or engineering design environment with emphasis on the design, evaluation and operation of large multi-building institutional portfolios (e.g. school board; hospital complex; college or university campus; correctional institutions or similar portfolios).
* Extensive knowledge of project management and design, with demonstrated responsibility for customer service orientated delivery of full range of custodial, electrical, mechanical, facilities, grounds & environmental services including renovation and remodeling of existing facilities to accommodate changing institutional needs.
* 5 to 7 years managing staff in a unionized environment with demonstrated effective leadership, supervisory and management skills. Cognizant of labour laws and practices as they relate to arbitration and grievance hearings.
* Comprehensive technical knowledge of building and infrastructure systems with knowledge of building codes and the ability to read architectural, electrical and mechanical drawings.
* Technical competence at a senior level in finance in order to oversee capital and operating budgets.
* Fully competent in business related computer programs and able to produce a variety of documentation (reports; financial updates, presentations etc.) utilizing - word processing; spreadsheet; PowerPoint and project management packages.
* Excellent communication and interpersonal skills, with a deep commitment to customer service, proven financial acumen and negotiation skills, and an innovative approach to problem solving.

**Job Evaluation Factors:**

**Analytical Reasoning**

*Capital Projects:* Capable of taking an initial concept or ‘idea’ for construction or major renovation of a new building from the preliminary planning stages to final turnover to end users. In many cases starting quite literally with a blank sheet of paper; some user expectations or requirements; no design resources or set budget. Extensive consultations with user groups to define scope, size & functionality of building from which budgets are developed; design consultant RFP’s issued, evaluated and awarded. Responsible for all aspects of the tendering process and selection of General Contractors. Once final approval is given by Board, for project incumbent is responsible as the account holder for the sign-off of all invoices; change orders and reconciliation of the final accounts. Projects are typically multi-million-dollar assignments.

*Deferred Maintenance Projects:* the university has an identified deferred maintenance backlog of over $60M. Current annual targeted deferred maintenance funds from the Province total $747k. The Associate Vice President has to prioritize the projects to ensure highest and best use of the limited capital available to deal with the most pressing issues.

**Decision Making**The Associate Vice-President has a wide degree of freedom to make decisions and expend funds to operate and maintain the University’s physical infrastructure.

Decisions are made on a daily basis on purchasing goods and services e.g. $35k to replace a vehicle; $5k to replace a roof top air conditioning unit on a building; hiring an Architect for a major renovation.

**Impact**The physical infrastructure of the University represents its single largest financial asset, valued conservatively in excess of $400M. The care and maintenance of these assets is vital to the long-term success of the institution. The Associate Vice President makes key decisions on replacing the numerous components (roofs, windows, boilers, chillers, flooring, washrooms etc.) as they fail or reach the end of their useful life such that the buildings not only operate correctly (comfortable temperatures; no roof leaks; stale air; mold etc.) but they are also ‘attractive’ to potential students/parents when they visit the university.

**Responsibility for the Work of Others**

**Direct Responsibility for the Work of Others:**

* Manager Administration - Responsible for budgetary reporting and control; accounts payable/receivable; office of sustainability; space planning & reporting; work order processing & reconciliation; attendance management (staff – 3).
* Manager, Environmental Services - Responsible for grounds (staff – 4); caretaking (staff – 65, including 2 non-union supervisors), Snow Clearing.
* Manager, Facilities Maintenance – Responsible for building general maintenance staff (staff-7); Locksmith Shop (staff – 1), Snow Clearing.
* Manager, Mechanical & Electrical Maintenance - A P.Eng, C.E.T or Qualified Tradesperson responsible for M&E operations and maintenance; Licensed trades (staff – 6); assistant technicians (staff - 4).
* Project Manager (2) - PMP, P.Eng or OAA designation. Responsible for major capital construction projects; internal renovations and remodeling (staff – 1).

**Communication**

Internal:

The Associate Vice-President, Facilities Management is in daily contact with all members of the Trent community; Administration; Faculty; Ancillary operations & Advancement office. The wide-ranging mandate of the Facilities Management Department means that literally every facet of the university’s operation is impacted. Although the list below mentions the primary people in each functional area, meetings and discussions are held with personnel at every level of all of these groups from VP’s, Directors, Managers, Supervisors to hourly paid OPSEU staff to ensure all viewpoints are captured in the planning processes.

* Administration – regular meetings with VP, Finance & Administration; Associate Vice-Presidents of Finance; HR; IT & Risk Management plus their direct reports e.g. purchasing manager; budget manager; H&S manager etc. Required to ensure co-ordination of operations and capital projects, disciplinary and hiring issues, safety & WSIB claims.
* Faculty – meet with VP Academic & VP research; Deans, Associate Deans; Librarian; Principals; Registrar. Essential for the planning of space requirements for ‘new build’ construction projects; remodeling and renovations of all academic buildings.
* Ancillary; - meet with Directors of Student Affairs; Athletics & Conferencing regarding daily operational use and care of the residences; athletics facilities plus longer-range capital repairs and new construction.
* Advancement – meet with VP, External Relations & Development, Associate Vice-President, Communications, and their staff on communiqué updates on progress of capital projects. Work with advancement staff to satisfy potential donors on capital funding opportunities for new buildings.

External:

* Government bodies – Regular contact with Federal, Provincial (MTCU) and Municipal/City levels of Government on a wide variety of issues around funding and condition reporting of the University’s facilities. Quarterly meeting with City Mayor; Councilors and City Staff on Trent/City issues.
* Tenants - The University rents space to a variety of external parties including Ontario MNR; local farmers (agricultural land); cell tower space to Bell & Telus.
* Local authority regulatory bodies such as Peterborough City Health Unit; building inspection department; WSIB inspection, Ministry of Labour personnel over construction site safety etc.
* COU – represent the university on a number of committees at the Council of Ontario Universities on deferred maintenance issues; AODA legislation; space standards.
* University representative on the Ontario Association of Physical Plant Administrators (OAPPA) comprising the heads of all the physical resources departments of the 20 Ontario universities.

**Motor/ Sensory Skills**

* The incumbent requires a valid driver’s license.
* They have to be able to use a keyboard and PDA
* Able to recognize and detect the early signs of potentially dangerous ambient conditions such as natural gas leaks; ‘stale’ air, high noise levels, etc.

**Effort**

Mental:

* Prolonged concentrated effort required in writing, editing and reviewing documents such as tenders, specifications, technical drawings, RFP’s etc. for content and accuracy.
* Frequent interruptions and unpredictable occurrences (infrastructure breakdown, weather conditions etc.)

Physical:

* The incumbent will have to regularly visit and inspect construction sites requiring climbing ladders and scaffolding in extremes of heat & cold encountered during multi-year construction projects.

**Working Conditions**

Physical:

* Frequent inspection of buildings under construction or renovation requires accessing roofs and construction sites in a wide variety of ambient temperature & weather conditions

Psychological:

* Short deadlines for submission of important government documents. Many submissions for funding are requested from government agencies and departments with very short turnaround deadlines, in many cases a few days.
* To interpret the proposal requirements and then assemble a package of information on size, scope, budget, schedule and program for a new facility is very stressful requiring ‘long’ days to ensure the finished document is submitted by the due date.