



## **IDENTIFICATION**

| Department      | Position Title     |                        |
|-----------------|--------------------|------------------------|
| Infrastructure  | Facilities Manager |                        |
| Position Number | Community          | Division/Region        |
| 33-2449         | Hay River          | Facilities/South Slave |

## **PURPOSE OF THE POSITION**

As part of the Department's asset management activity, the Facilities Manager is the senior position responsible for asset management, maintenance management, energy management, utilities and mobile equipment in the Fort Smith Region as well as responsibility for property management. The Facilities Manager plans and administers the maintenance programs and budgets for all government owned and leased buildings, works and equipment in the Fort Smith Region.

## **SCOPE**

This position is located in Hay River and reports to the Regional Superintendent.

The scope of activities undertaken or managed includes:

- Responsibility for Operation and Maintenance (O&M) of buildings, works and equipment in Fort Smith, Hay River and 5 other communities that make up the Fort Smith Region.
- Annually manages regional funding in the amount of \$10,985,000 budget (\$5,399,000 for buildings and works, \$5,293,000 for utilities, \$152,000 for vehicles and \$141,000 in property management).
- Initiation of contracts up to \$100,000; Contract Performance up to \$250,000.

Government of Northwest Territories (GNWT) general policies and procedures as well as legislated regulatory requirements guide the Facilities Manager with maintenance of owned and leased buildings and mobile equipment. The GNWT's Procurement Guidelines and the Computerized Maintenance Management System (CMMS) further guide the activities of the Facilities Manager.

## **RESPONSIBILITIES**

### **1. Plans and administers the Maintenance and Energy Management Programs for all owned and leased government buildings, works and equipment in the Fort Smith Region to ensure government property is efficiently maintained and to ensure it's safe and efficient operation as well as operated on the most efficient and economic life cycle.**

- Reviews work plans with all clients and landlords on a semi-annual basis.
- Identifies budgets for maintenance projects to be carried out that are of a contract nature Analyzes and prioritizes work requests provided by client departments to determine priority within the budget.
- Oversees Contract Administration ensuring budgets and guidelines are followed.
- Administers the development of maintenance contracts and Standing Offer Agreements.
- Reviews and makes recommendations for changes to plans and specifications pertaining to major capital projects.
- Travels to communities to regularly communicate with staff and clients.
- Develops facility condition reports.
- Reviews status of facilities for compliance with Preventative Maintenance programs.
- Oversees materials acquisition and inventory control functions.
- Identifies maintenance projects that require special skills and arranges for services.
- Ensures regular inspection of buildings, works and equipment are conducted.
- Ensures the proper maintenance of the Department's fleet of vehicles.
- Prepares reports and makes recommendations for purchase of new vehicles
- Reviews procedures and requirements used by staff and maintenance contractors and updates as required.
- Maintains the inventory of all government owned and leased facilities.
- Directly supervises 5 qualified staff including providing direction and progressive discipline as required, performance reviews and staffing actions.
- Involved with hiring of staff.
- Reviews position duties and updates job descriptions.
- Identifies training needs and arranges training for all staff.
- Reviews and makes recommendations on resource requirements and organizational changes.
- Completes performance measurement surveys with all clients on an annual basis and implements changes to improve client satisfaction and service levels.

### **2. Develops and administers the budget to ensure adequate funds are available and to provide the necessary services to keep Government owned and leased facilities in a good state of repair.**

- Prepares the annual Work Plans for owned and leased assets which addresses legislated regulations, CMMS requirements, all priority programs, and all maintenance upgrade work identified during annual inspections and client / landlord consultations
- Updates 5 year multi-year Work Plan for assets.

- Updates the 20 year needs assessment for the Department's assets.
  - Analyzes past expenditures and CMMS data to identify trends in maintenance, and adjusts maintenance program to address areas of repeated breakdowns, and assets with less than average maintenance.
  - Reviews and approves commitments against the budget and recommends approval.
- 3. Supports the Property Management function of the GNWT's leased and owned real property in the Fort Smith Region to ensure client departments' satisfaction**
- Oversees property management function to ensure adherence to legislated regulations, standards and policies by regular inspection and initiation of measures to rectify deficiencies.
  - Prepares leased facility Condition Reports annually.
  - Liaises with clients and responds to their needs for comfort and quality of space.
  - Ensures adequate security and janitorial programs are established.
  - Reviews lease documents and service contracts to ensure contract performance is met and recommends action on deficiencies.
  - Inspects maintenance construction projects, and identifies deficiencies in construction
  - Reviews plans and specifications when requested.
  - Oversees all signage on leased building to ensure that GNWT Standards are met.
- 4. Meets with client departments, boards and agencies, community governments and community administrators to facilitate the best use of maintenance management resources within the Fort Smith Region.**
- Organizes meetings with client departments to support maintenance planning.
  - Reviews major landlord maintenance upgrades and Work Plans to ensure monies are available.
  - Prioritizes all maintenance activities in owned and leased facilities.
  - Manages maintenance resources to best accommodate program and client needs.
- 5. Provides training and support to community governments for maintenance and operation activities to assist them to take over operation of community owned facilities.**
- Meeting with communities and identifying training needs.
  - Contracting with the community for all services that they can provide.
  - Supplying community with historical data.
  - Assisting community with setting up preventative maintenance schedules.
- 6. Ensures regional activities related to Energy Management are carried out to ensure the most effective and efficient use of energy in buildings, works, and equipment.**
- Recommends Energy Management activities for the improvement of energy efficiency in regional buildings, works and equipment.
  - Ensures project client concerns are addressed through minor construction or renovation projects.
  - Liaises with other GNWT Departments on Energy Management issues.

- Constantly encourages staff to be cognizant of energy management issues.
- 7. Manages other services the department provides in the Hay River area.**
- Liaises with other departments and agencies in the Hay River Area on behalf of the Regional Superintendent.
  - Supervises Safety Inspectors in consultation with the Manager of Inspection Services.
  - Manages disposal of surplus goods.
- 8. Complete performance measurement surveys with all clients on an annual basis and implements changes to improve client satisfaction and service levels.**

## **WORKING CONDITIONS**

### **Physical Demands**

The Facilities Manager spends about 50% of the time in an office, 25% of the time at building and job sites and 25% of time at meetings. The time spent on site is normally spent inspecting, and may involve climbing and/or balancing, stooping, kneeling, crouching and/or crawling.

### **Environmental Conditions**

While on site during inspections the incumbent may be exposed to fumes, chemicals, loud noises, rodents and insects.

### **Sensory Demands**

The position requires feeling, hearing, and seeing. (In terms of acuity far and near, depth perception, accommodation, color vision and field of vision).

### **Mental Demands**

Mental demands are placed on the incumbent when dealing with problems due to building equipment failures, fluctuating budgets, lack of qualified resources, underperforming and lack of contractors or staff, dissatisfied clients and tenants, and political pressures.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of building operations and maintenance management.
- Knowledge of planning and project management.
- Knowledge of financial management and contract management.
- Knowledge of human and environmental factors.
- Knowledge of working in a northern environment.
- Knowledge of planning and controlling work costs.
- Proven ability to communicate orally and in writing with technical staff, contractors and clients.
- Skilled in computer applications and data base management (Computerized Maintenance Management System, Word Processing, Spreadsheets, SAM, PeopleSoft, DIIMS, and DOC).

- Skills in contract tendering, monitoring and inspections.
- Proven negotiating skills and interpersonal skill to deal with contractors and client departments.
- Proven Human Resources skills to effectively manage a diverse group of employees.
- Strong problem solving skills and ability to deal with changing deadlines and priorities
- Ability to objectively prioritize a diverse group of client needs requests while being sensitive to community and regional concerns.
- Able to provide direction and leadership and promote collaboration of professional staff.
- Able to work in a high stress multi-tasking environment with short deadlines.
- Able to deal with individuals with a high degree of tact and diplomacy.
- Able to work in a cross cultural environment with a diverse group of clients and staff;
- Able to demonstrate leadership, initiative and professional judgment.

**Typically, the above qualifications would be attained by:**

- A post-secondary Diploma in Maintenance Management, Engineering Technology or Property Management, enhanced by at least 10 years of progressive experience in contract administration, management of a maintenance program, and building management.
- The incumbent should also have five years of supervisory experience.
- Experience in a northern environment would be an asset.
- The incumbent requires a Class 5 NWT Driver's license to operate motor vehicles.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- ☐ No criminal records check required
- ✓ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)  
 Level required for this Designated Position is:  
 ORAL EXPRESSION AND COMPREHENSION  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
 READING COMPREHENSION:  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
 WRITING SKILLS:  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

**Aboriginal language:** Choose a language

- ☐ Required
- ☐ Preferred