

Senior Manager, Facilities

Saskatoon Public Library

We aspire to be a vibrant and welcoming community space that reflects, serves and includes everyone who calls Saskatoon home. To achieve this goal, we've set forth an ambitious plan for modernization and growth.

We are looking for energetic and passionate team members to help us fuel the change, and write the next great chapter in the story of Saskatoon Public Library.

Posting ID: 21-026-P

Posting Date: April 28th, 2021

Position Details

Full-time, Permanent

Number of Positions Available

1

Hours of Work

36.25 hours/week

Remuneration

Pay Grade 9 - \$102,486.96 - \$120,425.28 per annum (2020 rates)

Position Currently Located At

Frances Morrison Central Library

Closing

Open until filled

Apply Online

<https://saskatoonlibrary.ca/about/careers/>

Senior Manager, Facilities

Saskatoon Public Library

Reporting Relationship:

Reports to: Director, Finance & Administrative Services

Manages: Facilities Support Assistant

Position Overview:

The Senior Manager, Facilities provides leadership and direction for all aspects of facilities management. This includes facility safety, security systems, space management, custodial responsibilities, signage installations, utilities and communications infrastructure, construction and renovations, as well as ongoing building and grounds maintenance for the nine buildings within the Saskatoon Public Library (SPL) system.

Qualifications

- Relevant post-secondary degree in facility management, mechanical engineering, architecture, building operations or a related field.
- A minimum of six years of progressively responsible project management experience in building trades, construction or facilities maintenance at a comparable facility.
- Experience in facilities management of public libraries would be considered an asset.
- Demonstrated knowledge of building construction methods and equipment, preventative maintenance, HVAC systems, and building management systems, such as electricity and mechanics.
- Valid Project Management Professional Certification would be considered an asset.
- Current registration or eligible for registration in IFMA - International Facility Management Association, or other relevant professional association would be considered an asset.
- Advanced computer skills using word-processing, spreadsheet and other data-processing software.
- Demonstrated knowledge, skills and abilities in the stated accountabilities and competencies.
- Ability to travel independently to and between SPL activities and locations as needed.

Security:

- A current, acceptable Criminal Record check is required.
- A current, acceptable Vulnerable Sector Search is required

Key Accountabilities

Leadership & Team Building

- Leads by example and demonstrates SPL values in all behaviours and interactions.
- Encourages and builds support for SPL's vision, mission, and strategic goals by communicating expectations and rationale, and monitoring outcomes. Identifies opportunities to highlight the connection between strategy and daily activities.
- Creates a team environment that fosters effective working relationships, creativity, and innovation.
- Proactively addresses engagement, cooperation, and productivity.
- Acts as a change agent to positively inspire others and to champion change.
- Supports the development of a culture that is focused on customer service,

- accountability, change, continuous improvement, and learning.
- Builds and supports a motivated and cohesive team.
- Celebrates individual, team, work unit and system successes.
- Supports employee performance and skill development including performance evaluations, development plans, and ongoing feedback.
- Resolves employee matters within work unit, in collaboration with Human Resources and colleagues (if applicable), based on a sound understanding of the Collective Agreement and best practices.
- Collaborates with Human Resources regarding work unit employee recruitment, development, performance management, and resolution of labour relations issues, corrective action up to and including formal discipline and/or termination.

Strategic & Operations Management

- Manages and provides leadership for all aspects of facilities management, including overseeing the day-to-day operation and maintenance for the nine buildings and grounds within the SPL system.
- Participates with the Executive Team in shaping corporate and strategic direction to respond to current and future challenges in relation to facilities management.
- Manages, prepares and coordinates system-wide construction and renovation projects, business plans and studies related to facilities management.
- Responsible for evaluating and implementing strategic modifications to systems/ processes to create efficiencies and continually improve in alignment with the SPL Strategic Plan.
- Develops, recommends and implements policies and procedures related to facilities management for SPL.
- Plans, assigns, prioritizes, and schedules routine, preventative and emergency maintenance tasks for library buildings using a work order system.
- Plans, directs, controls and introduces improvements in facility management, building operations, energy efficiency and equipment.
- Evaluates SPL systems, equipment and facilities to ensure adequate levels of services, including maintaining continuity of supply to meet the SPLs current and future needs.
- Responsible for developing and implementing security system policies, protocols and procedures for SPL.
- Prepares written and oral reports in response to enquiries from the Director of Libraries and CEO, Executive Team and the public.
- Represents management on the Occupational Health and Safety Committee.

Service Excellence

- Ensures the health and safety of patrons and staff by ensuring all facilities are up to code and compliant with relevant legislation and keeps abreast of major trends and best practices in facilities management.
- Supports and promotes a safe work environment and implements safety standards in accordance with the Occupational Health and Safety Act and Regulations, the Saskatchewan Employment Act, Part III Occupational Health and Safety, the Occupational Health and Safety Regulations and SPLs administrative Occupational Health and Safety policies and departmental procedures.
- Ensures buildings are clean, maintained and in orderly condition.

Financial Management

- Develops project control cost systems, analyzes costs, recommends and implements the annual operating and capital maintenance budget for SPL.
- Negotiates, manages and administers consultant contracts and agreements, prepares, reviews, recommends and establishes tenders and/or requests for proposals.

Relationships with Partners

- Develops effective relationships and communicates regularly with contractors, the City of Saskatoon, co-workers, the public, government and regulatory agencies to schedule and coordinate work and share information.
- Collaborates with engineers, architects and contractors to ensure quality of work and cost control.
- Liaises with the Facilities Superintendents and Building Operators currently assigned to SPL facilities.

Other Accountabilities

- Performs other duties as assigned.

Demonstrated Competencies

- Thorough knowledge of principles and practices of management applicable to facilities management, program planning and customer service.
- Knowledge of Occupational Health and Safety, accident prevention and a commitment to a safe work environment.
- Demonstrated ability to resolve complex issues in a multi-disciplinary environment including conflict management, managing extensive work programs and delivering projects on schedule within budgetary constraints.
- Demonstrated ability to establish and maintain effective working relationships with co-workers, external agencies and the public.
- Demonstrated ability to communicate effectively, orally and in writing, including the ability to prepare and present complex technical reports.
- Ability to provide leadership and consultation through problem solving, consensus, stakeholder involvement and dialogue
- Ability to establish and maintain effective working relationships.
- Ability to conduct research and technical investigations.
- Effective interpersonal and communication skills and the ability to work professionally with staff, customers, contractors, external agencies and the public.
- Analytical and problem-solving skills.
- Ability to make sound decisions.

About This Role

Impact of Change on Position

While this job description represents the responsibilities and organizational structure at the time of the appointment, public libraries are rapidly changing organizations. They are responsive to customer needs and market realities. Organizational structure and accountabilities are likely to change with time. This job description is indicative of the type and the level of responsibilities and the nature of the accountabilities that are required at this time.

Responsibility for Skills Maintenance

SPL has a responsibility to provide training related to specific services or process changes that it brings into the workplace. The Senior Manager, Facilities is responsible to ensure professional knowledge and expertise is current and maintained relative to the associated qualification.

Location of Work:

The job posting for this position indicates a current location assignment. Management reserves the right to change the work location providing the location of work is within the boundaries Saskatoon and/or on premises operated by the SPL.