

## THE UNIVERSITY OF PRINCE EDWARD ISLAND

### POSITION DESCRIPTION

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**BUSINESS TITLE:** Associate Vice President, Facilities Management & Construction

**VP/FACULTY:** Vice President Administration and Finance

#### JOB SUMMARY

Directs both 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, security, waste management and environmental sustainability initiatives.

#### Key Responsibilities

##### Facility Operations, Construction, and Capital Projects;

1. Oversees and directs the operation of the department to ensure that goals and objectives are met. Goals and objectives will not only support the University's strategic plan but also be focused on the principal purpose of exceptional customer service.
2. Meets frequently with department leaders to oversee the operations of mechanical and electrical maintenance, utility services, building maintenance, custodial operations, grounds, security, environmental sustainability and waste management.
3. Oversees periodic audits of the condition of the university's physical resources and charts cyclical renewal requirements for 3, 5 and 10 year periods.
4. Works with the Vice President Academic and Vice President Administration to create recommendations for achievement of appropriate environments for teaching, research and operations.
5. Makes recommendations to Vice President Administration & Finance with respect to priorities for major construction, renovation and alteration projects.
6. Drafts and submits all capital funding applications for review by the Vice President Administration & Finance. Acts as liaison to government funding agencies as required.
7. Makes recommendations to Vice President Administration & Finance with respect to all campus planning issues and initiatives.
8. Oversees all major construction projects, including architect and engineer selection, coordination of users committees, drafting of instructions to consultants, preparation of RFP's or RFI's etc. approval of all design phases, management of tender calls, financial and contract management and general monitoring of all phases of construction.

#### Security

1. Oversees the Security and Parking division and ensures that the division is achieving its annual goals and expectations.

2. Responsible for ensuring that all legislative requirements are met in accordance with provincial statutes.

### **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 periodic reporting).
3. Ensure the timely reporting of all expenditures related to federal/provincial funding 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**

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

### **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. This process includes 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 deferred maintenance and 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.

### **Impact**

The physical infrastructure of the University represents its single largest financial asset. 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; mould etc.) but they are also 'attractive' to potential students/parents when they visit the university.

### **Education Required**

- University degree in Engineering or similar field of study or equivalent years of experience and education.
- 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 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 remodelling 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.
- 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

### **Responsibility for the Work of Others**

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

- Director, Facilities
- Manager, Capital Projects & Planning
- Manager, Security Services

## **Communication**

### **Internal:**

The Associate Vice President, Facilities Management is in daily contact with all members of the University of Prince Edward Island community. 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 and unionized staff to ensure all viewpoints are captured in the planning processes.

- Administration – regular meetings with VP Finance & Admin; Associate Vice Presidents HR; Comptroller, IT & Risk Management plus their direct reports e.g. procurement manager; budget manager; H&S manager etc. Required to ensure co-ordination of operations and capital projects and safety.
- Faculty – meet with VP Academic & Research; Deans, Associate Deans; Librarian and Registrar. Essential for the planning of space requirements for 'new build' construction projects; remodelling and renovations of all academic buildings.
- Meet with leaders in Ancillary Services, Student Affairs; Athletics & Conference & Events regarding daily operational use and care of the residences; athletics facilities plus longer range capital repairs and new construction.
- Advancement – meet with Executive Director of Advancement and Alumni; Associate Director, 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 such as municipal and City of Charlottetown on issues such as permits, future development, exit/entrances to campus.

## **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.