

THE UNIVERSITY OF PRINCE EDWARD ISLAND

POSITION DESCRIPTION

BUSINESS TITLE:	Facilities Management
DEPARTMENT:	Facilities Management
VP/FACULTY:	Vice-President Administration and Finance

JOB SUMMARY

The Director of Facilities Management provides strategic, operational, and administrative leadership for planning, developing, and maintaining the University’s physical infrastructure. The Director oversees buildings, grounds, utilities, capital projects, space management, sustainability initiatives, and operational services including maintenance, custodial, parking, and security.

ORGANIZATIONAL STATUS

The Director supervises four direct reports and indirectly oversees over 100 full-time and part-time staff and a budget of over \$20 Million in facilities operations; administration and finance; capital project and planning; and security services.

As an integral part of the Vice-President Administration and Finance’s leadership team, the Director ensures that Facilities Management supports the University’s strategic goals and academic mission, in a manner consistent with University’s values, policy, and relevant legislation/regulation.

Along with the rest of the Vice-President’s team, the Director will embrace responsibility for leadership standard work aligning Facilities Management with best practices in financial sustainability; enterprise risk management; employee management, engagement and development (including a focus on equity, diversity and inclusion); continuous improvement; policy management and operational planning which incorporates relevant elements of the University’s [Strategic Plan](#), Strategic Enrollment Plan and [Action Plan](#).

WORK PERFORMED (DUTIES)

Strategic Planning

Responsible for the development, review and/or revision of multi-year plans guiding University decision making into the future as well as their implementation (including delegation) and monitoring:

- Campus master plans;
- Multi-year capital and property plans;
- Multi-year space management plans;

- Multi-year environmental sustainability plans;
- Multi-year energy management plans;
- And such other plans as may be required.

Operational Planning

Responsible for the development of annual and multi-year operational plans (incorporating relevant elements of the University's [Strategic Plan](#), Strategic Enrollment Plan and [Action Plan](#)) as well as their implementation (including delegation) and monitoring. These operational plans should include:

- The development of annual financial plans (e.g., budgets) as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.
- The development of annual (capital) project plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.
- The development of annual employee performance management plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.
- The development of annual employee engagement plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures
- The development of annual employee development plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures
- The development of space management plan(s) as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.
- The adoption of enterprise risk management and incorporation of such into operational and strategic decision-making as related to Facilities Management.
- The adoption of effective and measurable continuous improvement outcomes and incorporation of such into operational plans as related to Facilities Management.
- The development, review and/or revision of applicable policies and procedures as well as their implementation (including delegation) and monitoring to support the above.

Team Administration

Regular and frequent Manager check-ins (direct reports)

- To build an ongoing culture of accountability and trust through delegation and the expectation of leadership standards work.

- To review resource deployments related to the team (e.g., financial reports; personnel assignments; space allocations; system and tool requirements and/or gaps; etc. to optimize towards the achievement of strategic and operational goals.

University Outcomes

- Regular and frequent review of University-level measures to assess efficiency and effectiveness of resource deployments against strategic goals and operational requirements e.g., project management success; health and safety compliance;

SUPERVISION RECEIVED

Works independently with broad direction from the Vice-President Administration and Finance.

QUALIFICATIONS

- Bachelor's degree in Engineering and P.Eng designation required; Master's degree an asset.
- More than nine years of progressively complex leadership experience in facilities management.

EXPERIENCE

- Construction procurement methods; architectural, interior, and urban design standards; and of construction methods and applications.
- Regulated health, safety, and environmental environment
- Managing building systems
- Managing building maintenance and operations
- Post-secondary or other large public sector environment would be an asset

COMPETENCIES

- Strong customer service orientation.
- Strong relationship building and collaborative, consultative leadership working effectively throughout all levels of the University and with external partners
- Strong ability to work with enterprise resource planning systems, facilities management systems, and Microsoft Office Suite.
- Strong leadership.
- Strong written and verbal communication.
- Strong problem-solving, and decision-making.
- Strong ability to work independently, take initiative, and follow through with minimal direction.
- Commitment to, and experience in, the implementation of equity, diversity, and inclusion.

IMPACT OF ERROR

Errors may result in loss of access and/or unsatisfactory service or to university infrastructure, by students, employees or the public including but not limited to potential public health and safety risks; financial impacts; and/or inefficient or ineffective use of University resources.

CONTACTS

- President
- Vice-Presidents including Vice President Administration and Finance
- University Leadership Group
- Properties and Environmental Sustainability Committee
- Vendors, contractors, consultants
- Professional groups (e.g., APPA)
- Peers at other institutions