



## **IDENTIFICATION**

Department	Position Title	
Infrastructure	Facilities Manager	
Position Number	Community	Division/Region
33-3469	Yellowknife	North Slave

## **PURPOSE OF THE POSITION**

The Facilities Manager is a senior position that has overall management responsibility for asset management, property management, utilities and mobile equipment in Yellowknife and five communities in the North Slave Region. The Facilities Manager plans and administers the maintenance programs and budgets for all Government of the Northwest Territories (GNWT) buildings, works and equipment in the North Slave Region.

## **SCOPE**

Located in Yellowknife this position reports to the Regional Superintendent.

The scope of activities undertaken or managed includes:

- Responsibility for operation and maintenance of buildings, works and equipment in Yellowknife and five other communities that make up the North Slave Region.
- Develops and administers a \$16,000,000 budget (\$3,000,000 for buildings and works, \$800,000 for utilities, \$500,000 for property management, \$82,000 for vehicles and equipment and \$11,500,000 in building leases).
- Administers \$800,000 worth of maintenance work on a charge back basis for various clients.
- Responsible for approximately \$1,000,000 worth of project work for various clients.
- Contract Performance up to \$250,000.
- Initiation of contracts up to \$100,000.

GNWT general policies and procedures as well as legislated regulatory requirements guide the Facilities Manager with leasing, office planning and maintenance of buildings and mobile equipment. The Contracts Manual and Maintenance Management System (MMS) Manual

further guide the Facilities Manager. The Facilities Manager directly supervises various positions including Property Officer(s), Maintenance Coordinator(s), Maintenance Management Officer(s), and the Chief Operating Engineer and oversees the delivery of approximately 20,000 hours of services from contractors.

The Facilities Manager has Standing Acting for Regional Superintendent.

## **RESPONSIBILITIES**

### **1. Plans and administers the Maintenance and Office Leasing Programs for all government buildings, works and equipment in the North Slave Region to ensure government property is efficiently maintained and to ensure safe and efficient operation as well as the most efficient and economic life.**

- 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 budget and guidelines are followed.
- Administers the development of maintenance contracts.
- Reviews and makes recommendations for changes to plans and specifications pertaining to major capital projects.
- Travels to communities three times per year to communicate with various clients.
- Develops facility condition reports.
- Reviews status for compliance with Preventative Maintenance program.
- Oversees materials acquisition and inventory control functions.
- Identifies special maintenance projects that require the skills of regional maintainers and arranges for services.
- Ensures a regular inspection of buildings works and equipment are conducted.
- Reviews procedures and requirements used by staff and updates as required.
- Complete performance measurement surveys with all clients on an annual basis and implements changes to improve client satisfaction and service levels.
- Maintains the inventory of all government owned and leased facilities.
- Directly supervises 6 qualified staff.
- Appraises performance of staff on a regular basis.
- Disciplines staff.
- Reviews position duties and updates job descriptions.
- Reviews and (makes recommendations) on staffing levels.
- Hiring of staff.
- Identifying training needs.

**2. Develops and administers the budget to ensure adequate funds are available and to provide the necessary services to keep GNWT assets in a good state of repair.**

- Prepares the annual work plan for owned and leased assets which address legislated regulations, MMS 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 and mobile equipment.
- Analyzes past expenditures and MMS data from previous years 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. Administers the Property Management function of the GNWT's leased and owned real property in the North Slave Region to ensure client departments satisfaction and uninterrupted program delivery.**

- Reviews financial records and operations files to ensure programs are acting in accordance with accepted government procedures.
- Oversees the payment of rent, O&M charges, escalation claims, fees and utilities.
- Oversees property management function to ensure adherence to standards and policies by regular inspection and initiation of measures to rectify deficiencies.
- Ensures adequate security and safety programs are established.
- Reviews lease documents and service contracts to ensure contract performance is met and recommends action on deficiencies.
- Reviews the preparation and administration of tenders and contracts.
- Inspects construction maintenance projects, and identifies deficiencies in construction.

**4. Oversees the project delivery of office space tenant improvements, maintenance projects and some minor capital projects for the North Slave Region.**

- Participates in the capital planning process for office space improvements and maintenance projects.
- Oversees the design and construction of assigned projects to ensure completion as per terms of reference, on schedule and within budget.
- Monitors status of projects.
- Authorizing requests for contract payment from contractors and consulting architectural/engineering firms up to assigned signing authority.
- Reviewing terms and conditions of contracts prepared by project officers.

**5. Manages the various PPD requested services performed on the PPD and NCPC tank farms located in the North Slave Region communities:**

- Monitoring contractor performance and submit reports to PPD.
- Establishing regular tank farm inspections and submitting monthly reports to PPD.
- Ensuring only properly trained and qualified personal are permitted to perform repair work on the various tank farm equipment.
- Assisting with the physical re-supply of petroleum products to the communities.

- Ensure regular tank dipping schedules are established and submit reports to PPD so accurate inventory levels are monitored.
  - Ensure staff is adequately trained to perform duties safely and efficiently.
- 6. Manage the Regions Maintenance management system to ensure all costs are captured and accurate for budgeting and chargeback purposes.**
- Develop and document procedures to ensure accurate data collection.
  - Review and authorize all chargeback invoice reports for accuracy.
  - Ensure all preventative maintenance work and schedules for all buildings are properly set up in the mms system.
  - Assist other regions with the implementation and set up of their MMS.
- 7. Meets with client departments, band and hamlet councils, and community administrators to facilitate the best use of maintenance management resources within the North Slave Region.**
- Organizes meetings to assist in 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.
  - Recommends to User Pay clients prioritization of discretionary maintenance items.
- 8. Provides training and support for the community transfer programs for maintenance and operation activities by:**
- 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.
  - Reviewing annual and five year work plan and budgets with the community.
- 9. Ensures regional activities related to Energy Management are carried out to ensure most effective and efficient use of energy in buildings, works, and equipment.**
- Recommends energy efficient activities are carried out to the maximum for the improvement of energy efficiency in regional buildings, works and equipment.
  - Ensures project client concerns are addressed through minor construction projects.
  - Liaisons with other GNWT Departments on Energy Management issues.
  - Constantly encourages staff to be cognizant of Energy management Issues.

## **WORKING CONDITIONS**

### **Physical Demands**

Normal office environment.

### **Environmental Conditions**

Minimal environmental demands are placed on the incumbent on a regular basis, however the incumbent is exposed to extremes of cold while traveling to communities in winter. While on site, the incumbent is exposed to fumes, temperature, chemicals, and loud noise.

### **Sensory Demands**

The incumbent is subject to long periods of concentrated focus while developing budgets, and while reviewing maintenance management reports.

### **Mental Demands**

The incumbent is required to spend time cramped in small airplanes while traveling to communities in the Region on a regular basis and may be subject to disruption in lifestyle, while traveling to 5 communities 3 times per year outside of Yellowknife.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge in Building operations/Maintenance, Property Management, Planning, Project Management, Financial Management, Operations of Water/Sewer infrastructure, controlling work costs and working in a northern environment;
- Skilled in financial management, budget preparation, and verbal and written communications;
- Interpersonal and negotiating skills;
- Skilled in the use of computer hardware and software applications related to Maintenance Management, Word Processing, and Spreadsheets;
- Able to objectively prioritize a diverse group of client needs requests while being sensitive to individual community and regional concerns;
- Able to direct, lead and promote collaboration of professional staff;
- Able to work in a high stress multi-tasking environment with short deadlines;
- Able to work 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:**

- Completion of Journeyperson certification in a mechanical or structural trade, or
- Property Management Certification, enhanced by at least 10 years of progressive experience in contracts administration, management of a maintenance program, and building management, including two years of supervisory experience.
- Experience in a northern environment would be an asset.

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- ☐ 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 applies)

- ☐ 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