

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY, FLEET & FACILITIES DIVISION - LOCATION – Lister Block 28 James North

MANAGER, FACILITIES OPERATIONS & MAINTENANCE

SUMMARY OF DUTIES

Reporting to the Director of Energy, Fleet and Facilities, the Manager will be responsible for providing overall strategic leadership in the operations and management of the City's Corporate Facilities and ensuring a healthy, productive, and safe environment for staff and members of the public. These facilities include: City Hall, City Centres, Court House, Libraries, Fire & Emergency Management Services (EMS) and operation centres/yards, parks, recreation facilities, and Long Term Care & Police Facilities.

The Manager shall be responsible for the provision of all technical and non-technical services required to maintain, the building structure and envelope, interior elements, grounds maintenance and custodial services, and to operate all environmental (HVAC) systems, in accordance with the prevailing codes, regulations, laws and bylaws.

Accountable for ensuring that construction activity is delivered in accordance with City and Provincial guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach develops and delivers quality services in a timely and cost-effective manner. Instills a customer service focus with staff.

The Manager is responsible for developing, planning, management and implementation of strategies to ensure regulatory compliance with legislated acts, as they relate to the efficient maintenance and operation of the City's corporate facilities.

GENERAL DUTIES

Develop, manage, forecast and monitor financial budgets of the section. Provide leadership to supervisors in managing their individual operational budgets.

Manage staff and provide the appropriate support to the programs being delivered from the facilities through the delivery of effective facility and property management including liaising with real estate services.

Manage and oversee the efficient delivery of all aspects of in-house and contract building maintenance to all corporate facilities under the jurisdiction of the Facilities Operation & Technical Services Section.

Administer the various programs such as cleaning, painting, preventative maintenance, demand maintenance by providing advice and resolving problems.

Direct controls, supervise and schedule the work of supervisors and their associate staff.

Delegate and manage supervisory divisional staff to ensure that daily operations are synchronized with Departmental and Corporate mandate.

Maintain a preventative maintenance program by preparing procedures, schedules and reports for the various facilities and equipment.

Coordinate technical staff and tradesman to respond to requests from other Divisions/Departments for specialized or technical skills assistance related to the various Building components.

Represent the Division in Labour Relations issues including: Chairing Labour/Management meetings, assisting in negotiations for Collective Agreement, negotiate grievance settlements, interview and appoint applicants to supervisory staff vacancies.

Research, recommend and implement new procedures and strategies for conducting business (i.e. organizational review and implementation).

Prepare & monitor the operating budget for the Section in accordance with established procedures and ensures maintenance activities are within approved budget.

Authorize payment for outside trades and companies carrying out work under the Section's direction.

Inspect buildings & facilities. Provide written recommendations prior to purchase by the Corporation.

Review plans and specifications for buildings under construction and renovations and forwards recommendations for improvement to staff, other corporate divisions/departments or outside contractors and consultants. Prepare specifications for tendering purposes for goods and services under the jurisdiction of the Facilities Operation & Technical Services Section.

Manage and provide oversight in areas such as design, construction, demolition, energy management, contract management, preventative maintenance and environmental standards within the Corporate Facilities Section.

Ensure compliance with Corporate/Division/Departmental rules, regulations, procedures, policies and safe working practices.

Prepare and present reports to the Director, Public Works - Senior Department Management Team and to Council and Committees.

Assist and participate in the development and preparation of the capital budgets for the Division in accordance with established corporate and divisional procedures. Recommend future budget appropriations.

Ensure that all operations & maintenance staff receive adequate and pertinent safety and technical training in order that work is performed in a safe and productive manner.

Ensure that all operations & maintenance staff adheres to mandated health & safety standards by monitoring and participating in the employee health & safety program.

Develop and implement a twenty-four hour, seven-day week emergency response system for building emergencies, equipment failures, and occupant safety & security alarms.

Provide direction and supervision to the Senior Project Manager, Energy Management and Engineering for providing facilities technical services to Community Facilities Section and the Corporate Buildings and Technical Services Section of the Division.

Responsible for providing a customer focused services for all client departments.

Responsible for developing and implementing energy and environmental strategies and targets as outlined in the City's Corporate Energy Policy to ensure energy efficient, cost and environmental efficiency of Corporate/Recreation Facilities.

Perform such other duties as may be assigned, which are directly related to the normal job function.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. A University Degree or diploma in mechanical, electrical, industrial engineering or facility management or equivalent combination of related qualifications and experience.
2. Significant management experience gained through progressively more responsible positions preferably in a municipal environment
3. Considerable practical knowledge of building operation and maintenance management systems procedures normally acquired through the attainment of CET diploma, (Building Construction Engineering Technology) or a Facility Management Program or an equivalent combination of education and relevant work experience.
4. Knowledge of relevant portions Codes regulations and bylaws including but not limited to:
 - a) National and Ontario Building and Fire Codes,
 - b) Technical Standards and Safety Act, Occupational Health and Safety Act and various regulations including WHMIS, and handling and disposing of hazardous materials
 - c) Operating Engineers Act
5. Extensive knowledge of engineering and asset management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
6. Highly developed ability to articulate a vision, to lead and inspire others.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
13. Knowledge of collective bargaining process.
14. Working knowledge of computer software applications.
15. Must possess good organizational and time management skills.
16. Ability to read and interpret schematics, civil and site and electrical, mechanical, structural and architectural drawings and plans.
17. Excellent knowledge of corporate budget process and budget control.
18. Possess a valid Ontario "G" Driver's Licence.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE