

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(CORPORATE FACILITIES & ENERGY MANAGEMENT DIVISION - LOCATION – LISTER BLOCK, 28 JAMES ST. N., 5TH FLOOR)

DIRECTOR, CORPORATE FACILITIES & ENERGY MANAGEMENT

SUMMARY OF DUTIES

Reporting to the General Manager, Public Works the Director, Corporate Facilities & Energy Management provides strategic leadership, through subordinate management to a multi-functional workforce engaged in delivery of Facilities Management and Capital services to the public and internal clients. Assumes lead accountability and responsibility for Community and Corporate Facilities & Capital Programs as well as Stadium Operations, Facilities Maintenance, Energy Management and Corporate Security for all city-owned buildings. Sets goals, standards and business plans to improve services and meet the needs of clients and stakeholders. Manages people and resources, ensuring the highest level of value and return is realized for resources expended. Recommends broad policies and long-range strategies in the delivery of recreation facilities and services. Ensures programs are provided in accordance with City and Provincial guidelines and in the most effective and efficient manner consistent with the City of Hamilton's Mission and Vision.

GENERAL DUTIES

Oversees stadium operation, capital projects, facilities management, energy management and corporate security of all buildings within the Division to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance. Oversees a twenty-four hour, seven-day week emergency response system for building and equipment emergencies. Facilities include but not limited to: City Hall, Court House, Libraries, Transit and Public Works Facilities, Water/Wastewater Yards, Emergency Services, Recreation Centres, Arenas, Community Halls, Park Buildings, Senior Centres, outdoor pools and civic owned properties.

Provides strategic direction and planning for area of responsibility. Participates as part of the Recreation Management Team for division, departmental and corporate facilities & energy management strategic initiatives.

Drives continuous improvement and change while effectively managing risk; ensures organization plans are linked to strategic priorities and objectives.

Consistently measures efficiency of programs and services; monitors against set performance indicators.

Maintains an awareness of internal and external best practices; anticipates impacts and develops strategies to ensure success.

Creates effective leadership teams, delegating appropriate levels of authority.

Develops studies, procedures and programs as assigned by the and Departmental General Manager.

Develops goals and objectives, initiates projects dealing with Stadium, Capital Projects, Facilities and Energy Management as well as Corporate Security portfolio.

Provides professional opinion, advice and guidance through consultation, including reports to Council and its Committees. Conducts presentations on behalf of the Division as required.

Provides direction, leadership and co-ordination of teamwork; motivates and encourages staff to achieve high levels of performance and productivity; fosters a work environment which supports customer service, innovation and quality of service.

Oversees the development, monitoring and performance of annual operating and capital budgets.

Directs and oversee the development of Facility Management technology system (CADD, space planning, operation and maintenance modules, Real Estate, Capital Planning).

Directs and refines a security and energy management strategy.

Responds to various corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Develops appropriate evaluation tools to measure staff performance and establishes monitoring and reviewing devices to determine strengths and needs of staff. Identifies goal setting measures to maintain optimal performance levels.

Directs the review of design plans and specifications for community, corporate and recreation buildings under construction and renovation in consultation with division staff and other corporate divisions/departments, contractors and consultants.

Directs and prepares long range plans and forecasts for operational, maintenance and equipment requirements; coordinates capital budget for community recreation infrastructure and corporate infrastructure.

Participates, and regularly acts as main spokesperson, in discussions on Stadium, Capital Projects, Facilities and Energy Management and Corporate Security issues.

Works closely with City departments, elected officials, community groups, businesses, not-for-profit agencies and various levels of government.

Attends public meetings to present the City's position/actions to the public, media and outside government bodies.

Represents the Division in Labour Relations issues including chairing Labour/Management meetings, assisting in negotiations for collective agreements, negotiates grievance settlements, interviews and appoints applicants to staff vacancies.

Demonstrates support for the organization's values of honesty, accountability, innovation, leadership, respect, excellence and teamwork.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton department and corporate policies and procedures. Ensures that appropriate action is followed for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate, departmental and divisional policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. A University Degree in Facilities Management, Public Administration, Recreation/Facility and Park Management, Business Administration or certification from a recognized educational institution, CFM designation and/or strong disciplines in Civil Engineering, Mechanical and Building Science Engineering, Architecture. A Project Management PMP designation would be considered an asset.
2. Must have extensive progressively responsible experience capital programming and delivery of capital projects, facilities planning & management, operations, performance and contract management. Demonstrated significant direct senior managerial experience including strategic planning, financial budget administration and human resource management.

3. Demonstrated knowledge and proficiency in a range of core functions of the recreation portfolio, including facility management, stadium operation, capital and asset management, program management, and building community capacity.
4. Highly developed analytical and business planning skills with a proven track record for long-term visioning and strategic planning.
5. Extensive and demonstrated experience in building operations, maintenance, asset management, construction technology including mechanical/electrical systems, roof/wall/ventilation, energy and structural systems.
6. Excellent research, planning, report writing, marketing, financial, administration, revenue generating, project management, communication and facilitation skills.
7. Ability to direct the delivery of capital programs, stadium operation and facilities management programs and services for the City by making use of leadership skills complemented by an innovative and results-oriented approach.
8. Strong interpersonal skills including an ability to establish and build effective relationships with staff, cross functional corporate teams, partner organizations and voluntary groups; ability to liaise effectively with the public and elected officials.
9. Ability to plan, prioritize and manage workloads of personal work and various teams; experience working in a highly unionized work environment.
10. Demonstrated management, coaching and team-building skills along with strong decision-making and problem solving skills for dealing with challenging situations.
11. Extensive computer experience in a Windows environment utilizing MS Office software with a strong focus on financial analysis and economic justification.
12. Demonstrated financial management skills developing, implementing and monitoring large scale operating and capital budgets.
13. Knowledge of the relevant applications of the National, Provincial and Municipal Building Codes and practices, the Employee Standards Act, the Municipal Act, the Ontario Fire Marshall's Regulations, the Insurance Advisory Council Regulations, CSA Standards, Forms of Agreement, the Canadian Standard Form of Construction Document, The Occupational Health and Safety Act, The Operating Engineers Act, Amusement Act and Ontario Disabilities Act.
14. Thorough knowledge of the Occupational Health and Safety Act and its regulations as it relates to the position.
15. Must possess a Class "G" Driver's Licence valid in the Province of Ontario and be able to maintain same.
16. Provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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