



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1447-001

CALL NO.: 23-3379

Job Designation:	Manager, Facility Strategy, Planning and Compliance
Department:	Facility Services
Job Details:	Permanent Full Time (Non-Union)
Salary Range:	\$123,547 - \$148,315
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on October 26, 2023 .

Reporting to the Director, Facility Services, the Manager, Facility Strategy, Planning and Compliance plans and oversees the development, maintenance and adherence of short-, medium-, and long-term objections, operational standards and procedures for the Facilities Services department in collaboration with internal client groups to develop strategic plans aligned with goals identified in Council's Strategic Plan. These operational procedures include Energy Management, Sustainability, SOPs, KPIs, Service Contracts, Legislated Requirements, Facility Design and Building Security. Works closely with Facility Services Director and business units to prepare annual budgets.

What can I expect to do in this role?

- Oversee the development and implementation of continuous improvement projects and action plans / programs. This includes emphasizing the definition of standards, methodologies, and roles, identifying and mitigating project risks, and defining project quality and performance goals and measures and monitoring progress.
- Recommend and develop policies, procedures, standards, and best practices for Construction & Facilities Management (building standards, sign standards, accessibility standards, BAS standards, etc.).
- Support and work closely with Asset Management team to develop robust Asset Management Strategy for Town facilities.
- Prioritize and implement energy conservation and/or climate risk management and adaptation projects that contribute to achievement of carbon neutrality by 2050.
- Collect and analyze performance metrics and project progress to ensure repeatability and sustainability.
- Oversee and ensure facility management programs meet strategic and operational goals. These programs include: Energy Planning and Management, Facility Physical Security, Facility Design Standards Principles, Service Vendor / Supplier Contracts Management, Facility Compliance, Facility Services Training Programs & SOPs, etc.)
- Collaborate with operations teams to identify new work methods and opportunities to improve processes with a focus on reducing energy consumption
- Frequently collaborate with senior staff from internal and external stakeholders to address contractual matters, external claims, vendors, and public agencies. Produce and update contract performance reports.
- Ensure regulatory requirements are maintained through reporting and audits. Identify gaps and develop plans where required to ensure regulatory compliance in all town facilities.
- Direct and oversee non-union, unionized, and part-time teams delivering facility maintenance specialized programs Town wide and operations in multiple locations (Security, Energy Management, SOPs, Training, Facility KPIs, Facility Standards).

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

- Recruit, supervise, train, schedule, develop and evaluate staff to improve efficiency and performance in compliance/adherence with internal Human Resources policies and legal and regulatory requirements.
- Develop, implement, and maintain consultative support, supervision, and direction to staff engaged in continuous improvement, data literacy, project management, innovation, business analysis, and policy, procedure, and report writing. Coach, train, and audit progress while building capacity within various service areas.

How do I qualify?

- Successful completion of a four year university degree in Engineering, Architecture, Facility Management or Sustainability. A background in Business and/or Finance is considered an asset. A combination of equivalent education and experience may be considered.
- Certification/Accreditation in one or more related fields such as; Energy Management, Security (Physical), HVAC/BAS management, Project Management (PMP), Process Improvement (LEAN – Six Sigma), Basic Refrigeration, Facility Management (IFMA, BOMA), Sustainability (WELL, LEED, Passiv House), and CPO
- Minimum 8 years' of Facility Management, preferably in an operations role. Experience with security, energy management, facility operations and capital construction are assets.
- Broad base of knowledge and experience in data management, developing continuous improvement programs in complex organizations and progressive management responsibilities.
- Progressive supervisory experience including full-time staff direct reports. Ability to provide consultative direction, support, supervision and direction to employees.
- Experience with service level agreements and standards, lease holder agreements, TSSA & OBC & Fire Regulations, and interdependent priorities and goals.
- Strong interpersonal communication skills required in order to build relationships with clients, partnerships, service providers and in dealing with contract negotiations.
- Ability to make informed decisions and use sound judgement on customer approach.
- Ability to manage multiple lines of business, operations, and capital budget planning/administration.
- Proven ability to develop, monitor and manage budgets.
- Political acuity required to represent the municipality in a wide variety of manners. Experience working in the public sector is an asset.
- Well versed in continuous improvement projects and change management plans.

Core Knowledge Required for Success

In addition, your experience demonstrates the following **Manager Leadership Competencies**:

- **Strategic Thinking** – innovating through analysis and ideas
- **Engagement** – mobilizing people, organizations, partners
- **Management excellence** – delivering results through action management, people management and financial and asset management
- **Accountability and Respect** – serving with integrity and respect

Click [Competency Profile](#) to view the competencies for this Manager level

Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

DATED: October 5, 2023

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3