



JOB DESCRIPTION

TITLE: **Manager, Facility Asset Planning**

DEPARTMENT: **Engineering**

Position Last Evaluated: N/A
Job Desc. Last Updated: N/A

GENERAL ACCOUNTABILITY

Under the general direction of the Director of Engineering, the Manager, Facility Asset Planning is responsible for overall facility planning, asset management and energy management of civic facilities. The incumbent coordinates with City departments in developing civic facility long range and capital plans in accordance with infrastructure requirements, City policy, environmental and safety legislation.

Work is evaluated in terms of achieving departmental objectives. Considerable independent judgment and action is required and only complex matters or matters of major impact or policy are referred to the Director.

NATURE AND SCOPE OF WORK

Provides planning, technical, and asset management support and advice to Facility Managers of all City-owned facilities. Communicates regularly with Facility Managers of City-owned buildings regarding planning, needs assessments, business plans, priorities, funding and projects.

Provides leadership and management for the work of the Strategic Facility Assets Section.

Participates in the selection, appointment, and appraisal of staff and approval of training programs and recommends promotion, discipline, and termination as appropriate.

Responsible for creating, updating, sustaining and implementing the City's Strategic Facilities Master Plan and Corporate Facility Asset Management Plans.

Oversees the ongoing Building Condition Assessment Program which undertakes condition assessments on a periodic or as needed basis.

NATURE AND SCOPE OF WORK cont.

Coordinates the preparation of the City of Nanaimo's five year facility capital plans; supervises the administration and control of the approved relevant budgets, develops business cases and scope sheets and other administrative requirements.

Plans and develops strategies for the most effective use of available capital and staffing resources.

Oversees the implementation of goals, strategies, policies, and detailed plans for reducing consumption of energy and water in existing facilities based on the City's Corporate Climate Change Plan. Promotes the ongoing use of energy efficient practices.

Conducts stakeholder engagement and management for facility projects. Prepares communication materials and plans for facilities capital undertakings and engages with the public and Council.

Supervises and/or prepares specifications and contract documents for professional services and facilities contract work in defined areas of responsibility. Oversees contract performance and authorizes payment for services rendered. Supports facility capital projects and acts as project sponsor as needed.

Coordinates with outside regulatory agencies, private utilities, and other public parties to incorporate requirements for projects being undertaken.

Provides advice and support to the Director by preparing comprehensive reports containing clear alternatives and recommendations and performing other duties as required to ensure the section is effective and productive.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to effectively plan, organize, direct, and supervise personnel and contractors engaged in planning, design and construction of facility projects.

Thorough knowledge of building construction, methods, and costing, mechanical construction and maintenance practices, together with a good knowledge of the BC Building Code, Engineering Standards and Specifications and various trades.

A thorough knowledge of the City's project management framework (PMF) and Strategic Asset Management Plan (SAMP)

Working knowledge of all facilities systems, including civil, structural, electrical, mechanical, environmental, hydraulics, refrigeration, chlorination and filtration systems.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Knowledge of quality control and inspection methods and procedures, safety requirements, and emergency procedures applicable to toxic hazardous materials.

Extensive knowledge of project management principles and practices.

Considerable knowledge of the operation of the City and other departments, including applicable statutes, bylaws, rules, regulations, and policies.

Strong organizational, management, leadership, communication, and human relation skills.

Ability to manage multiple projects, set priorities, work independently and perform duties with speed and accuracy.

Strong research and analytical skills.

Ability to solve complex problems, examine alternatives, and present sound advice and guidance to senior management on all aspects of work.

Thorough knowledge of budgeting, estimating, and costing procedures.

Ability to write concise and complex reports.

Ability to provide technical assistance to Council, staff, volunteers, and community organizations.

Ability to deal tactfully and effectively with the general public, elected officials, other City personnel, businesses, and other outside agencies.

Good facilitation, presentation, and conflict resolution skills.

Ability to recognize and resolve safety and risk management issues.

This position requires the incumbent to work varied hours outside of the regular workday.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Bachelor's Degree in Engineering, Architecture, or other related field.

A minimum of 5 years' related experience in the planning, design, project management, and construction of civic facilities, including proven management supervisory experience.

An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Valid Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health & Safety (OH&S) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.