



Student Association of George Brown College Employment Opportunity

Position Title: Interim Senior Coordinator Building Facilities (Nine (9) Month Mat/Pat Leave Contract)
Compensation: Based on \$53,000 per annum prorated to 9 Month at 40 hours per week (with possibility of extension)

Reports To: Operations Manager
Unionized/Non-unionized: Non-unionized
Position Type: Full-time, Contract (Maternity/Paternity Leave Coverage)
Start Date: Mid-November
Application Deadline: Until position is filled

Position Summary and Key Objectives:

The Senior Coordinator Building Services is responsible for overseeing the safety and maintenance of all Student Association spaces and ensuring that these spaces are in compliance with all applicable regulations. Recommends and coordinates improvements to the building spaces as needed to ensure a safe, functional, and appealing space and works collaboratively with the other senior coordinator of building facilities to plan, execute, and manage capital improvement projects. This position will require travel between all the Student association locations.

This individual will also oversee the SA Connect, Welcome Centre support staff and Building Services support staff – a front-line services team who interact with students, College personnel and external guests calling and visiting the Student Association offices.

Skills in team leadership, project planning, and management are essential, with a focus on how to motivate, energize, and empower staff and students through a focused consultative process. The position demands a strong work ethic, with an ability to balance a heavy workload with conflicting priorities and deadlines amidst constant interruptions and time demands. Collaborative vision, tremendous flexibility, and a capacity for managing change are essential. Using excellent strategic thinking and project management skills, you will assist with long-range, strategic planning

Duties and Responsibilities (will include but not limited to):

- ***Building Capital Planning & Execution***
 - Define, develop, and present detailed building capital project plans, project schedules, budgets, approvals, and procedures.
 - Leads procurement processes, and contracting, including construction contracts, RFP, RFQ templates, and related template forms and letters.
 - Handle project administration, including cost control, schedule control, and change order administration.
 - Conduct reviews and interpret bids, proposals, specifications
 - Prepare contracts and negotiate revisions, changes, and additions to contractual agreements with architects, consultants suppliers, and subcontractors
 - Hiring contractors and inspecting completed jobs; ensuring jobs are completed in an efficient and timely manner
 - Oversee contractors during construction and renovation work and ensure that projects are completed in line with relevant specifications and regulations.
 - Identify project risks, and develop risk management plans and mitigation strategies for large renovation projects
 - Prepare progress reports and project completion reports to management
 - Identify issues and develop solutions quickly, making recommendations



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- Maintain and manage all of the SA spaces, the SA Infrastructure including the provision of a safe environment with proper lighting, signage, and accessibility access
 - Ensure building code and safety code compliance including security, fire prevention, and other safety systems
 - Working in a cross-functional and collaborative environment, the position is responsible for preventative maintenance plans, design development, space planning, life safety systems, and ensuring efficient operations of buildings and associated assets
 - Inspecting the building frequently for signs of damage or wear
 - Responsible for vehicle rental related to transportation to and from all of the different SA spaces
 - Managing building equipment and assets and maintaining an effective asset management database
 - Update the Building facility software system with building renovation and maintenance work
 - Other duties as assigned
- ***Administration***
 - Maintain the highest level of confidentiality.
 - Create annual projections for building capital and facilities management operating budgets in conjunction with the Operations Manager
 - Monitor budgets and program costs on a regular basis including building maintenance budgets
 - Submit monthly reports to the Operations Manager outlining progress on capital projects progress, facility maintenance initiatives, and other relevant work areas as directed by the operations manager.
 - Maintain employee records including payroll information
 - Drafting and updating emergency plans and evacuation procedures
 - Respond to emergency situations including fire, flood, loss of electrical power, accidents, and lockdowns
 - Other duties as assigned
- ***Leadership and Management***
 - Directly oversee SA Connect, Welcome Support staff and Building Services Support Staff
 - Works with the operations manager and the Internal Coordinator on recruitment, selection, scheduling formal/ongoing training, and ongoing development of staff
 - Provide direct supervision to staff including regular staff scheduling, evaluations, performance reviews, rewards, and discipline
 - Evaluating employee performance and providing direction, correction, or additional training to ensure proper maintenance of the building services
 - Overseeing the resolution and tracking of complaints, problems, and requests from staff, students, and other community stakeholders in timely manner
 - Other duties as assigned



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Performance Measurable:

- Maintains exceptional attendance and regular hours of work
- Successful completion of capital projects and space maintenance on a timely manner
- Work repairs and maintenance Metrics which will evaluate the effectiveness of preventative maintenance plans, and make decisions on what repairs need to be prioritized. It can also help to monitor the quality of the repairs.
- Establish and maintain a positive, professional, and interactive working relationship with the SA Staff, Student Executives and Board members
- All Student Association space is maintained and improved to the highest quality and safety standard
- Establish & and maintain a close professional relationship with College counterpart(s)
- Ensure accurate, timely and continuous updates and information is provided to all members of the Student Association regarding any building improvements of Student Association space
- Maintain accurate budgets and accounting
- Reduce departmental costs through ongoing RFP requests on any external tenders
- Demonstrates effective projects planning and management & time management skills
- Continuous improvement of processes, systems and overall customer satisfaction
- Provide an environment that is accessible and safe for students to use

Required Skills and Experience Qualifications:

- A post-secondary degree, diploma, or equivalent is required (Building Management Certificate preferred)
- 3 – 5 years of building maintenance experience or equivalent training
- Knowledge of Building Systems, Life Safety, and Emergency Procedures
- Ability to read and interpret mechanical/electrical blueprints.
- WHMIS and other relevant workplace certifications would be an asset
- The following certifications or designations would be considered an asset: Certification in Project Management and Project Management Professional (PMP), Mechanical Trade Certification
- Customer-service oriented, detail oriented and strong organizational skills
- Task-Oriented, critical thinking, problem solving and negotiation skills
- Leadership, team building and interpersonal skills.
- Strong oral and written communication skills with the ability to write reports and formal correspondence including responses to stakeholders
- Ability to work cooperatively as part of a team and independently, minimal supervision
- Experience in maintaining filing systems and records
- Criminal record check is necessary at the candidate's expense and copy provided prior to start of position, is required.

How to Apply: Interested and qualified applicants must complete the following

1. Submit their resume and cover letter to: hire@sagbc.ca Subject line: <your name>:
Interim Sr. Building Facilities Coordinator Application
2. Complete the following Sparkhire Pre-Interview questions by going to the following link;
<https://hire.li/i6zWFWPWimFBy2lFejjez>



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The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity.

We sincerely thank all candidates for their interest however, only those selected for an interview will be contacted. Interviews will take place during the time of posting until position is filled.

Student Association Vision:

Students are empowered to influence a just world.

Mission Statement:

We are committed to supporting each other and the Students of George Brown College in the struggle for students' rights, the pursuit of quality education, and the provision of services, in a safe, accessible, and equitable environment.

Commitment to Equity:

The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.