

## Director of Facilities & Project Management

### **Job Summary:**

Under the supervision of the Executive Director, the Director of Facilities and Project Management will be responsible for managing, coordinating, executing and overseeing all aspects of building operations. This includes the ongoing management of the facilities at the Sylvan Adams YM-YWHA and the Harry Bronfman Y Country Camp and the planning and oversight of all new construction projects, renovations and long term planning for the facilities.

### **Description of mandate:**

- Manages and oversees, in conjunction with the Executive Director and Facility Enhancement Committee (FEC) Chair, the implementation of capital projects and major repairs and upgrades within the building
- Manages all aspects of construction (capital) projects including the review of tender documents, project plans, budgets, and site management
- Assists in the negotiations with contractors and suppliers
- Works closely with and coordinates contractors, professionals, and trades to meet the needs of the project
- Supports teams in all aspects of the projects including effectively communicating relevant project information
- Monitors quality of work, costs, budgets, and the timeline of deliverables
- Oversees the day to day operations of the maintenance department
- Receives, prioritizes and distributes maintenance repair requests for all departments
- Ensures that all materials required for maintenance repairs and renovation projects are available
- Provides the liaison with facility contractors and service suppliers
- Solicits estimates for all repairs or purchases within the department
- Continuously evaluates internal operating procedures in order to improve efficiency

### **Candidate profile:**

- Bachelor's Degree in Planning, Architecture, Construction Engineering or extensive equivalent experience in the field;
- Extensive experience in the management of construction projects including the development and analysis of budgets, building plans and schedules
- Ability to balance competing priorities to meet development deadlines for multiple projects and on-going operations;
- Comprehensive knowledge of facility operations and construction safety and security;
- Complex thinker of high intelligence;
- Strong project management skills, results-driven, adaptable with ability to manage multiple priorities and meet deadlines;
- Keen attention to detail;
- High energy, possessed with drive;
- Strong verbal and written communication skills
- Strong customer service and interpersonal skills;
- Creative conflict-resolution and problem-solving skills;
- Ability to adjust to changing situations and work under pressure.
- Bilingual
- Word, Excel, AutoCAD, DWG, Project Management tools

**Application process:** Interested candidates are invited to submit their cover letter and CV to Human Resources, by email, to [HRsearch@myywha.com](mailto:HRsearch@myywha.com) by **November 4<sup>th</sup>, 2016**. No phone calls please. Only eligible candidates will be contacted.