



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Facility Officer

**Job ID** 20-968-07-013-4627

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=20-968-07-013-4627>

**Company** CSIS

**Location** Ottawa, Ontario

**Date Posted** From: 2020-06-12

To: 2050-01-01

**Job** Type: Full-time

Category: Public Administration

### Description

Closing Date 2021-04-28

Reference Number 20-968-07-013

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$73,970 - \$89,970

\$65,460 - \$79,640

Status Indeterminate (permanent)

Language Requirement Bilingual Imperative CBC/CBC

### Job Summary

- Evaluate and analyze the services provided by building systems. Co-ordinate, evaluate and analyze the maintenance performed on building systems. Determine, based on the requests and comments of users and/or in cooperation with the operators and/or suppliers of the maintenance services, the opportunities for improvement and/or the repairs needed to the systems.
- Make recommendations for improving the building systems reliability, performance and longevity.
- Prepare statements of work and cost estimates for projects related to the maintenance, repairs, improvements, upgrade and modifications of building systems. Seek input from the industry, codes, guidelines and standards and/or consultants.
- Ensure project management of the above coordinate repairs and/or improvements to systems. And manage Service/maintenance contracts required in the operating of regional accommodation Liaise with the clients, the building operations and the policy centers.
- Initiate, and/or coordinate the preliminary engineering and design studies related to projects on building systems.

## Education

### Level 7.

- Undergraduate degree in mechanical or electrical engineering or architecture and two (2) years of experience in facilities management\*
- College diploma mechanical or electrical engineering or architecture domain and three (3) years of experience in facilities management \*
- College diploma from one or more of the following:
  - BOMI accreditations (Real Property Administrator, Facilities Management Administrator, Systems Maintenance Administrator, Systems Maintenance Technician) OR
  - IFMA (International Facility Management Association) accreditations
  - Certified Facility Manager, Facility Manager Professional AND
- Five (5) years of experience in facilities management\*.

### Level 6 (underfill)

- Undergraduate degree in mechanical or electrical engineering or architecture and two (2) years of experience in facilities management\*
- College diploma mechanical or electrical engineering or architecture domain and three (3) years of experience in facilities management \*
- College diploma and one or more of the following:
  - BOMI accreditations (Real Property Administrator, Facilities Management Administrator, Systems Maintenance Administrator, Systems Maintenance Technician) OR
  - IFMA (International Facility Management Association) accreditations OR
  - Certified Facility Manager, Facility Manager Professional AND
- Three (3) years of experience in facilities management\*.

A written exam will be used as part of the overall assessment combined with the competency base interview.

## Experience

Level 7 and Level 6 (underfill) \*Experience working in a facilities management environment. Only experience related to commercial, industrial, institutional or office buildings will be considered  
Candidates must also possess:

- One (1) year of experience in project coordination.

### Asset:

- Experience in maintenance contract management will be an asset

## Competencies

- Adaptability/Flexibility
- Communication
- Client Services
- Interpersonal Skills
- Problem Solving

- Project Management

## Conditions of Employment

- Possess and maintain a valid and permanent Canadian driver's license for the duration of their employment in that position.
- Required to be available to resolve emergency mechanical or facility related problems.
- Required to travel to district and satellite offices.

## Notes

Not Applicable

## Reference Links

## Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

## Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Facility Officer