



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

Date Printed: 2024/04/26

Deputy Chief, Facilities Management

Job ID 21-968-09-053-6471

Web Address

<https://careers.indigenous.link/viewjob?jobname=21-968-09-053-6471>

Company CSIS

Location Ottawa, Ontario

Date Posted From: 2021-03-25 To: 2050-01-01

Job Type: Full-time Category: Public Administration

Description

Closing Date 2021-09-08

Reference Number 21-968-09-053

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$95,350 - \$116,060

Status Indeterminate (permanent)

Language Requirement Bilingual Imperative (CBC/CBC)

Job Summary

- Manage the activities of the unit by developing, monitoring and revising plans/objectives/projects; directing subordinates and contractors; delegating work and evaluating work performance.
- Develop and revise plans, policies and/or procedures for the management of the building's operations and maintenance program.
- Manage all outsourced contracts for building facilities, including prioritizing, approving and declining requests for significant changes to Service Level Agreements (SLA).
- Provide advice and leadership on facilities management issues, problems and complaints in a timely manner and account for compliance.
- Lead and manage the established performance measurement process to ensure consistency and integrity of the work performed.
- Maximize opportunities to leverage performance management information to enable more effective and strategic business decisions.
- Write assessments, briefing material, plans and other management documents in order to identify solutions for a range of corporate challenges related to Real Property.
- Act as the primary liaison person for providers, on all matters pertaining to outsourced agreements and their related services, by promoting and facilitating effective, continuous and transparent

communication and by fostering a relationship that is based on collaboration, mutual benefit and trust.

- Ensure compliance with relevant Treasury Board Secretariat Policies & Guidelines.

Decision Making

- Prioritize and delegate work / projects.
- Decide on and approve appropriate actions to maintain building operations.
- Establish / forecast annual budget / plans / objectives.
- Determine approaches and methodologies to be used in the O & M program.
- Determine suitable opportunities for business productivity improvements.
- Decide on risk, safety and security concerns.

Education

- Undergraduate degree in the relevant* programs of study and seven (7) years of recent** experience.
- Undergraduate degree with a Real Property Administrator (RPA) and/or Facilities Management Administrator (FMA) designation and eight (8) years of recent** experience.
- College diploma (3-year program) in the relevant* programs of study and eight (8) years of recent** experience.
- College diploma (3-year program) with a Real Property Administrator (RPA) and/or Facilities Management Administrator (FMA) designation and nine (9) years of recent** experience.

*Relevant programs of study include:

- Mechanical Engineering
- Electrical Engineering
- Architecture

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

Experience

** Recent experience is defined as being within the last twelve (12) years working in a facilities management environment. Only experience related to commercial, industrial, institutional, or office buildings will be considered.

- Five (5) years of experience in managing facilities contracts;
- Two (2) years of experience managing Facilities Management issues such as preparing action plans, determining priorities and methodology, monitoring progress and revising/modifying plans accordingly;
- Two (2) years of experience producing written reports such as briefing notes, assessments, and plans including reports for senior management; and

- Two (2) years of experience in a formal supervisory role***.

***Formal supervision entails the day to day planning, organizing, directing, controlling and performance of the work of others (team) in achieving / attaining results within an organization. These skills may have been acquired through work experiences within the Service or outside.

Tasks include:

- Developing strategies to support activities within the organisation and helping the team understand the goals / objectives.
- Encouraging participation, developing talent, setting objectives and providing performance feedback to employees
- Identifying issues and resolving workplace problems such as absenteeism, conflict.
- Scheduling work hours

Competencies

- Create vision and strategy
- Mobilize people
- Collaborate with partners and stakeholders
- Promote innovation and guide change
- Achieve results
- Uphold integrity and respect
- Communication

Conditions of Employment

Travel requirements including, overnights (five (5) days or less), unscheduled travel, and day trips (minimum 25 km) may occur.

Notes

The majority of work in our organization must be done in the office and cannot be performed at home.

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 Deputy Chief, Facilities Management](#)