



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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Senior Facilities Manager

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|--------------------|---|-----------------------|
| Job ID | C3-97-99-07-BA-1E | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=C3-97-99-07-BA-1E | |
| Company | CBRE | |
| Location | Burnaby, British Columbia | |
| Date Posted | From: 2020-08-20 | To: 2021-02-16 |
| Job | Type: Full-time | Category: Maintenance |
| Languages | English | |

Description

JOB SUMMARY

The purpose of this position is to manage multiple functions of building operations and maintenance for a facility, campus or portfolio of buildings of significant complexity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops and maintains positive client relationships. Conducts client meetings on unresolved facility issues in an expeditious and professional manner. Communicates to clients regarding property profiles, emergency preparedness plans, site inspections, facility audits, work order progress reports, and other related reports. Manages and coaches facilities staff to deliver excellent service levels for the client within budget. Researches and implements new processes and technology to improve operational efficiency. Develops and recommends strategic facility management objectives for clients. Reviews various budget reports for multiple facilities. Develops environmental health and safety procedures for facilities. These procedures include emergency action plans, disaster recovery, business continuity, and other related procedures. Responsible for facility inspections for quality assurance on a periodic basis. Ensures facility procedures comply with local, state, and federal regulations. Produces and maintains various facility management reports. Oversees management of capital projects. Uses pc and/or PDA for work order system, email, ESS and training. Prepares and manages departmental budget. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Provides formal supervision to individual employees within single functional or operational area. Approves subordinate's recommendations for staff recruitment, selection, promotion, advancement, corrective action and termination. Effectively recommends same for direct reports to next level management for review and approval. Plans and monitors appropriate staffing levels and utilization of labor, including overtime. Prepares and delivers performance appraisal for staff. Mentors and coaches team members to further develop competencies. Leads by example and models behaviors that are consistent with the company's values.

EDUCATION and EXPERIENCE

High school diploma or general education degree (GED) required. Minimum of six years of related experience and/or training. Bachelor's degree preferred with focus on business, technical or management areas. Prior Supervisory experience required.

CERTIFICATES and/or LICENSES

Facility Management certification preferred. Driver's license may be required.

COMMUNICATION SKILLS

Ability to comprehend, analyze, and interpret the most complex business documents. Ability to respond effectively to the most sensitive issues. Ability to write reports, manuals, speeches and articles using distinctive style. Ability to make effective and persuasive presentations on complex topics to employees, clients, top management and/or public groups. Ability to motivate and negotiate effectively with key employees, top management, and client groups to take desired action.

FINANCIAL KNOWLEDGE

Requires in-depth knowledge of financial terms and principles. Ability to calculate complex figures. Ability to forecast and prepare budgets. Conducts financial/business analysis including the preparation of reports.

REASONING ABILITY

Ability to solve advanced problems and deal with a variety of options in complex situations. Requires expert level analytical and quantitative skills with proven experience in developing strategic solutions for a growing matrix-based multi-industry sales environment. Draws upon the analysis of others and makes recommendations that have a direct impact on the company.

OTHER SKILLS and ABILITIES

Intermediate skills with Microsoft Office Suite, Outlook, intranet/internet. Ability to use work order system. Working knowledge of architectural, electrical and mechanical systems. Working knowledge of leases, contracts and related documents.

SCOPE OF RESPONSIBILITY

Decisions made with in-depth understanding and interpretation of procedures, company policies and business practices to achieve general results. Responsible for setting department deadlines. Errors in judgment may cause long-term impact to co-workers, supervisor, department and/or line of business.

Equal Opportunity and Affirmative Action Employer

Women/Minorities/Persons with Disabilities/US Veterans

Experience

6 Years

How to Apply

To apply for this position, please click [Apply Now!](#)