



Director of Facilities, Ancillary Services and Safety

Classification: Under Review

Full-Time Regular Position

The Pas, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

The Position: Reporting to the Chief Administrative Officer, The Director of Facilities, Ancillary Services and Safety is responsible for procuring and managing facilities, ancillary services and oversight of safety and health for all UCN campuses and locations. The position is responsible for facility maintenance and management, food services, student housing, bookstore, procurement, Safety and Health, risk and asset management, security and renovations including capital projects at all locations. The position will provide executive management functions including leadership, management and supervision, budget management, planning and effective communication with all areas of UCN as well as many external contacts. The incumbent will plan, implement and manage projects, is responsible for budget accountability and for determining operational priorities and planning workflow. The incumbent will be responsible for reviewing and coordinating requests for new construction and renovations.

Qualifications:

- Bachelor's Degree in related field or equivalent training and experience in the field of facility maintenance, ancillary services and workplace safety and health
- Five (5) years' experience in a facilities management position and a minimum of three years of responsible leadership experiences or in supervisory positions
- Knowledge of the management of capital projects (construction and renovations)
- Knowledge of WHMIS
- Leading people
- Leading change
- Effective communicator
- Effective critical thinking and problem-solving skills
- Demonstrated ability to use information technology effectively
- Personal experience and/or knowledge and understanding of Indigenous culture

Assets:

- The ability to speak an Indigenous language

Condition of Employment:

- Candidates must be legally entitled to work in Canada
- Must have a valid driver's license
- Travel via various means is an expectation of this position

Applicants must provide a cover letter, resume, and a list of references with their application.

Applicants must demonstrate on their cover letter and their resume how they meet the qualifications.

Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Indigenous candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Indigenous people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Competition Number: 20-054
Closing Date: August 28; however, will remain open until filled
Salary Range: Under review, plus remoteness allowance

Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hrinfo@ucn.ca (preferred format)

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

Human Resources will work with applicants who require accommodation during the application or the interview process.

For more information and other employment opportunities, visit www.ucn.ca.