

MANAGER, INFRASTRUCTURE

Facilities

Location: Lac La Biche campus
Position type: Full-time continuous
Salary: \$80,772 to \$104,652 per annum

Job number: 23-MGT-82-PC
Posting date: March 27, 2024
Closing date: Until a suitable candidate is found

ABOUT THE POSITION

Portage College has an exciting new opportunity for a Manager of Infrastructure. Reporting to the Director of Infrastructure & IT, the Infrastructure Manager has the overall accountability for the planning and delivery of facilities equipment and services throughout all the College locations. The position is responsible for developing the College's Campus Development Plan and assisting in major capital acquisitions, repair and replacement planning.

There is a significant role to be played in the development of relationships with contract service providers, in maintaining agreements and ensuring that service providers deliver goods and services to the College at an acceptable standard in an appropriate time frame.

Responsibilities include:

- Develop, update, and seek funding alternatives for and implement Campus Development Plan in-line with the College's Business Plan.
- Assist other managers in planning for, procuring and installing major capital acquisitions, repairs, or replacements.
- Develop facilities related policies, procedures, and guidelines for the College as they relate to use of college space and equipment.
- Provide direction and guidance to the facilities staff in planning and carrying out the day-to-day delivery of equipment and furniture, caretaking services, maintenance services throughout the College.
- Manage the work order system and respond in a timely customer service-oriented fashion.
- Assist other College Departments with equipment disposal processes and dispose of College assets when appropriate as per College guidelines.

- Develop, tender, maintain and secure project & service agreements for renovations, mechanical, plumbing, electrical, custodial, etc. work as needed as per the guidelines set out in various Trade Agreements.
- Ensure that service contractors carry out work for the College in an acceptable manner.
- Assist in the negotiating and lease space for College operations as required. Must have experience in Lease Agreements and terminology.
- Inspect & Maintain the College's inventory of leased and owned space and updating Government Space and Deferred Maintenance platforms.
- Prepare College classrooms for program start dates.
- Understanding of facility related safety codes and regulations, i.e. ABSA, AEDARSA, OH&S, Alberta Building & Fire Codes, etc.
- Liaise with counterparts in other institutions and colleges with the purpose of sharing best practices.
- Liaise with relevant provincial government officials for the purpose of fulfilling the College's reporting requirements and for the purpose of acquiring grant funding.
- The Vice-President, Student & College Services, must be informed / involved in all Infrastructure related work.
- Report to College Executive as requested.
- Knowledge of warehouse operations an asset.
- Knowledge of Insurance coverages, obligations, construction bonding, and claims an asset.
- Knowledge of Fleet Management an asset.



QUALIFICATIONS AND EXPERIENCE

- Related degree or diploma in engineering, facilities management, or similar program. Building operator's license would be an asset.
- A minimum of five years in managing buildings, leased properties, or other facilities.
- Demonstrated technical knowledge of mechanical, airflow, heating, plumbing, electrical, and other related systems.
- Budget management experience and a demonstrated ability to support program and business strategies through financially sound business plans.
- Strategic leadership skills and the ability to influence, negotiate and develop relationships built on trust and exemplary conflict management skills.
- Experience managing projects from inception through to completion.
- Strong analytical and problem-solving skills with the ability to find innovative and creative solutions to complex problems.
- Experience working and managing a unionized environment.
- Exemplary verbal and written communication skills and the ability to make and communicate difficult decisions.
- Successful applicant will be required to provide a current police information check.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As a member of the Management Employment Group, you will have access to a number of benefits that include generous vacation days, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses or attending conferences or workshops.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society. If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at **780-623-5747**.

Please note we do not accept third-party resume and cover letter submissions. The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

