



ST. PETER'S SEMINARY

1040 Waterloo Street
London, Ontario.N6A 3Y1

Job Posting

Position: Facilities Manager
Type: Full Time
Date Posted: February 9, 2018

Position Summary

Supervises and directs maintenance, custodial, housekeeping and grounds-keeping personnel and activities for the upkeep of the St. Peter's Seminary and its assets.

Education:

- Demonstrated knowledge of the Ontario Health and Safety Act and other related legislation
- Possible post-secondary degrees or certificates in related field (i.e. Certified Engineering Technologist)

Experience:

- Minimum 7 to 10 years previous experience in supervision and facilities administration environment.
- Beneficial to have experience with:
 - Heating, Ventilation, Air Conditioning, Electrical and Plumbing.
 - Computerized building applications, networking and security systems
 - Budget development and accountability as well as long-term planning

Skills:

- Leadership skills
- Enthusiastic
- Maintenance skills and experiences
- Computer skills
- Strong interpersonal skills
- Able to work as a team player and team builder
- Ability to work under stressful or emergency situations
- Must have the ability to maintain confidentiality

Submission of Materials:

To apply, please submit your resume together with a 500-word statement giving your perspective on your suitability for this position and your interest in managing the facilities of a catholic seminary. Three letters of reference are to be submitted directly on your behalf.

Mail or email materials by **Friday, March 2, 2018, at 4:00 pm** to:

Rev. Pio Beorchia, Vice-Rector
St. Peter's Seminary
1040 Waterloo Street North
London, Ontario N6A 3Y1
pbeorchia@uwo.ca

Detailed Job Posting in found at <http://www.stpetersseminary.ca/Job-Posting---Facilities-Manager/304>

Application:

In accordance with Canadian law, this announcement is directed primarily but not exclusively to Canadian citizens and permanent residents of Canada. St. Peter's Seminary encourages applications from all qualified individuals, including women and men, members of visible and ethnic minorities, and persons with physical challenges. St. Peter's Seminary is an accredited member of the Association of Theological Schools and is affiliated to Western University through King's University College.

Duties and Responsibilities

Human Resources

- Ensures that the Ontario Health and Safety Regulations are being adhered to.
- Ensures that there is a working health and safety committee.
- Trains, directs, educates, supervises and evaluates personnel in a unionized environment.
- Recommends hiring and dismissal of personnel.
- Is responsible for the workflow and the productivity of department.
- Plans, develops, implements, monitors, and reviews departmental policies and procedures.
- Coordinates with other department heads and tenants to ensure smooth operations of their physical spaces.

Physical Plant & Building Maintenance

- Oversees the maintenance and upkeep of all buildings, grounds, and all related equipment.
- Maintains a work order system to ensure prompt and effective action on maintenance and cleaning problems.
- Maintains an equipment history.
- Plans & develops maintenance programs, coordinates and supervises all repairs and ensures all work is performed according to appropriate federal and provincial codes and regulations for the following:
 - HVAC systems
 - Plumbing, Mechanical & Electrical
 - Communications and Information Technology Systems
 - Security System
- Coordination and efficient operation of maintenance, housekeeping, grounds-keeping and custodial services.
- Responsible for a maintenance program for grounds, sidewalks, roadways, parking areas and all related equipment.
- Oversee the safety and security of all facilities, properties and those who use them.
- Fire Safety – oversees and reviews Fire Safety plan, including periodic testing, inspection and emergency evacuation procedures and drills.

Building Renovations & Repairs

- Works with Building and Grounds Committee on major renovations, repairs and replacements.

Budget & Inventory

- Develops a departmental budget to be submitted to Finance Administrator.
- Monitors and controls departmental budget on an on-going basis.
- Exercises signing authority for disbursements within approved budget guidelines.
- Maintains inventory control system for all the equipment used in maintenance of building and grounds, heating, plumbing, and kitchen operation.
- Maintains inventory system for all equipment and furniture.
- Develops acquisition and replacement plan for all needed equipment and furnishings for the general upkeep of the seminary.

Councils or Committees

- Member of the Administrative Team
- Member of the Health & Safety Committee
- Member of the Building & Grounds Advisory Committee