Invites applications for the following position(s):

COMPETITION NUMBER: 450
Administrative and Professional Staff (APSA)
Continuing Position
ASSOCIATE DIRECTOR, FACILITIES, GRADE 11
BUSINESS OPERATIONS
POSITION NUMBER: 121880

POSITION OUTLINE:
The Associate Director, Facilities provides strategic management and leadership of all facilities, including both indoor and outdoor, within the Athletics and Recreation department. The Associate Director is an integral member of the senior management team and is responsible for managing the day-to-day operations, business development, client services, space management, maintenance and personnel. Acting as the liaison to Facilities Services, the Associate Director oversees facility upgrades and associated capital projects on an on-going basis.

QUALIFICATIONS:
- Bachelor’s degree in Business Administration with a Diploma in Facilities Management or Project Management and five years of related experience in developing policy and strategic goals for a large multi-purpose facility, or an equivalent combination of education, training and experience.
- Excellent knowledge of facility management, including maintenance, security and safety.
- Excellent knowledge of scheduling and planning for large multi-purpose facilities.
- Excellent knowledge of relevant sport and cultural communities.
- Good knowledge of electrical, mechanical and building systems, schematics and drawings.
- Good knowledge of fire, security and crime prevention practices, and WorkSafe BC regulations.
- Good knowledge of preventative maintenance, security systems, and emergency preparedness programs.
- Excellent project management skills.
- Excellent budget and financial management skills.
- Excellent human resource management, leadership, supervisory and team management skills.
- Excellent interpersonal, communication (both verbal and written) and customer service skills with the ability to build relationships and maintain rapport with stakeholders.
- Excellent analytical, reasoning, and problem-solving skills.
- Excellent negotiation and conflict resolution skills.
- Ability to exercise a high level of initiative, diplomacy, tact and independence.
- Proficient in the use of standard office applications and enterprise level information systems.
- Ability to arrange suitable transportation to various work locations.

SALARY RANGE: $73,757 to $88,079 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #450 must be received in our office by 4:30 pm on August 2, 2017, addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.
We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings