Invites applications for the following position(s):

COMPETITION NUMBER: 775
Administrative and Professional Staff (APSA)
Temporary Position
COORDINATOR, FACILITIES SERVICES, GRADE 7
FACILITIES SERVICES – SFU VANCOUVER
POSITION NUMBER: 122954

POSITION OUTLINE:
Reporting to the Project Manager, Facilities Services, the Coordinator, Facilities Services is responsible for the monitoring and coordination of building maintenance services, janitorial services, life safety & security services, and emergency preparedness programs. The incumbent assists with the administration of operating and capital budgets, supervises Facilities Services staff, and coordinates the maintenance, repair and upgrade of physical facilities and equipment. The Coordinator, Facilities Services is also responsible for the ongoing assessment of SFU Vancouver Campus buildings to ensure compliance with building code and fire regulations, as well as ensuring the general appearance and condition of facilities meet or exceed SFU standards. Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC.

QUALIFICATIONS:
• Bachelor’s degree or diploma in Construction/Building Technology, Property/Facilities management, Project Management, Power Engineering, or other related field (e.g., ABT, RPA, FMA, CPM, PMP etc.), and three years of related experience OR an equivalent combination of education, training and experience.
• Excellent knowledge of the principles, best practices, methods, materials, tools and equipment used in building support services, including maintenance, repair and janitorial work.
• Excellent knowledge of electrical, mechanical, plumbing systems, and building structures and components.
• Excellent knowledge of preventative maintenance, security systems, and emergency preparedness programs.
• Excellent financial administration skills.
• Excellent human resource management, leadership, supervisory and team management skills.
• Excellent interpersonal and customer service skills.
• Excellent communication (both verbal and written), and interpersonal skills.
• Excellent problem-solving skills.
• Ability to work collaboratively in a team environment.
• Ability to demonstrate a high level of initiative and independence.
• Ability to use word processing, spreadsheet, database, and web-based applications (e.g., Microsoft Word, Excel, FAST/FINS, Ungerboeck systems).

SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP
POSITION END DATE: July 13, 2018

A detailed resume and cover letter quoting Competition #775 must be received in our office by 4:30 pm on January 4, 2018, addressed to the attention of Francesca Turrell, 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