Invites applications for the following position(s):

COMPETITION NUMBER: 008
Administrative and Professional Staff (APSA)
Continuing Position
DIRECTOR, FACILITIES AND TECHNICAL OPERATIONS, GRADE 12
FACULTY OF SCIENCE – OFFICE OF THE DEAN
POSITION NUMBER: 111353

POSITION OUTLINE:
Oversees and manages the operations of the Faculty of Science Stores & Technical Centre and other ancillary units providing support primarily to departments and faculty members in Science but also those in other Faculties. Manages Faculty of Science IT services by directing the acquisition and implementation of electronic, hardware, software, and operating equipment, materials, and systems to support teaching and research. In collaboration with the Dean and Director, Administration, participates in the development of the annual Faculty of Science operating budget submission. Manages, administers, and prepares Science Stores, Technical Centre, Environmental Medicine and Physiology Unit (EMPU), and IT Services operating budgets, as well as capital equipment and renovation budgets. Oversees the procurement of major and minor capital equipment, monitors equipment inventory, and collaborates with Procurement Services on Faculty-wide and University-wide contracts for goods and services. Serves as the Faculty’s senior safety representative, ensuring all staff are correctly trained and certified to ensure compliance with health and safety regulations. Monitors the Faculty’s teaching and research space needs and makes recommendations regarding the allocation of space. Oversees the development and renovation of Faculty space. Supervises professional, technical, and trades staff in the Science Stores & Technical Centre, IT Services, and the EMPU.

QUALIFICATIONS:
- Master’s degree in Science and eight years of related experience in the management of stores and technical shop operations, safety programs, and science teaching and research laboratories and facilities or an equivalent combination of education, training and experience.
- Familiarity with the principles of planning, design, and management of laboratory facilities.
- Good working knowledge of Federal, Provincial, and Municipal health and safety legislation.
- Excellent leadership, mentorship and human resource management skills.
- Excellent organizational, communication (both oral and written), interpersonal, problem-solving, and conflict management skills.
- Excellent financial and budget management skills.
- Excellent supply chain, inventory, and warehouse management skills.
- Good understanding of WorkSafe BC health and safety regulations.
- Excellent inventory and on-line purchasing system skills.
- Excellent knowledge of and ability to use standard office applications and enterprise level systems.

SALARY RANGE: $79,529 to $94,968 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #008 must be received in our office by 4:30 pm on January 24, 2018, addressed to the attention of Bela Barros, 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