Facilities and Logistics Coordinator

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Facilities and Logistics Coordinator

Ontario Veterinary College

Hiring #: 2016-0365

Please read the Application Instructions [2] before applying

The successful incumbent will be the individual responsible for liaising with Physical Resources (PR) regarding the needs of the Ontario Veterinary College (OVC). This includes developing order of magnitude budgets, creating proactive fiscal plans, and working with PR to develop and implement these items in order to maintain and renovate existing facilities. The Facilities and Logistics Coordinator proactively develops five to ten year strategic plans to address facility and fixed asset maintenance, repair and replacement expenses and ensures that appropriate costs have been forecast in budget plans ensuring that costs are contained and there are no overruns.

The Facilities Coordinator serves as OVC’s advocate on multiple projects of varying profile levels acting as quality control for OVC as work proceeds. Flexibility will be required to deal with new projects and changes in project priorities. The incumbent will be the on-site OVC contact that deals with emergency facility related issues and will be responsible for ensuring that our facilities present a safe and secure environment for teaching, research and learning.

The incumbent will regularly review the OVC physical plant for deficiencies and works with PR to ensure repairs are completed in an effective and efficient manner. The incumbent will be required to aid in movement of equipment and/or furniture on an occasional basis. The Facilities Coordinator is also responsible for the scheduled use of all OVC vehicles and associated equipment and for ensuring their use meets teaching, research and patient care needs. The incumbent is also responsible for all exterior security for all OVC buildings.

The incumbent will hold responsibility for staff supervision in roles pertaining to facilities and logistics management including; hiring, developing, training, coaching, discipline and termination of staff. Additional responsibilities include: managing compliance with the Health and Safety program, ensuring facilities present a safe and secure environment for teaching, research and learning, and move management.

The Incumbent will be required to provide assistance to other operational areas within the college where they have functional knowledge.

Requirements for this position include: a 3 year College Diploma in a relevant field, and six years of planning and construction experience, or an equivalent combination of education and experience. A designation in Facility Management, or Project Management or experience in building trades would be considered an asset. Additional requirements include: effective written and oral communication.
Facilities and Logistics Coordinator
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skills; demonstrated organizational skills; flexibility to deal with new projects and changes in project priorities; ability to review engineering and architectural drawings and specifications; knowledge of construction costs, budgeting, market trends and construction materials and methods; experience with building codes, standards of practice and legislation surrounding construction contracts; and demonstrated leadership capacity in the management and development of staff. Experience with both farm and companion animal medicine operations is an asset. The successful candidate will have experience with and a demonstrated understanding of occupational health and safety legislation and regulations.

The Facilities and Logistics Coordinator must be available to respond to facilities emergencies outside of regular working hours.

Position Number 621-025
Classification *P05

Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

Posting Date: 2016 09 09
Closing Date: 2016 09 16

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Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply