Facilities Coordinator, ARIO Properties

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Professional and Managerial Group

Facilities Coordinator, ARIO Properties

Office of Research, Strategic Partnerships

Hiring #: 2017-0361

Please read the Application Instructions [1] before applying

As part of the delivery of the OMAFRA / U of G Partnership Agreement, the University of Guelph operates and maintains a number of properties located across the province that are owned by the Agricultural Research Institute of Ontario (ARIO). This includes 13 research stations, a regional campus, and 2 third party occupied campus properties. These properties provide U of G scientists and their collaborators with unique and valuable venues for conducting research studies across the broad spectrum of life sciences; environmental management and protection; food production; products for health and the bio-economy; and crop and livestock production management. In addition to providing significant research capacity, the regional campus at Ridgetown also delivers diploma and certificate courses in agricultural based programs.

The Office of Research, Strategic Partnerships operates these properties in support of research programs, and is also responsible for the operation and maintenance of the land and physical infrastructure at these sites. The University of Guelph is also responsible for the planning and implementation of an ARIO funded minor capital repair and upgrade program at these locations to maintain the long term integrity of the infrastructure, and to maintain research program capacity. ARIO and industry sector partners are also funding major capital renewal projects that has resulted in a number of new and soon to be constructed facilities at the locations, including the Dairy Research Centre at the Elora Research Station (completed fall 2015) and the new Beef Research Centre at the Elora Research Station (scheduled to break ground in the fall of 2017).

Reporting to the Facilities Manager, ARIO Properties, the successful candidate will work with research station and regional campus facilities managers to plan, develop and implement projects and service contracts associated with the operation and maintenance of the properties. Coordination of O & M services at the locations will be primarily the responsibility of station & campus managers, however, the successful candidate will be the primary resource for addressing infrastructure related issues, and ensure services are being implemented consistently across all sites in accordance with legislation, best practice and ARIO requirements. Similarly, the Coordinator will work with station operations management to develop and prioritize minor capital program requests to ARIO balancing asset integrity, life cycle replacement, regulatory compliance, efficiency and program capacity. Approved projects involving single suppliers or contractors may be implemented by station managers directly, however more complex projects involving multiple trade contractors, consultants or more complex tender process will be administered by the Coordinator either directly or under the supervision of the Facilities Manager.

The Coordinator will also be responsible for ensuring the operations and maintenance requirements associated with third party lease tenants at several of the locations according to lease requirements. This includes tracking the proportionate share of operations and maintenance costs for tenant occupied spaces, planning for and implementing capital repair and upgrade projects, responding to tenant queries and service requests that are beyond the scope of station or campus managers and providing data and necessary back-up for annual third party audit of the tenant expense calculations.
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Requirements include: Three (3) years community college in a related field such as Facilities Management, Construction, Architectural, or Engineering Technology and three (3) years of current experience in a facilities or construction administration role. Knowledge of Ontario’s Health and Safety Act, and other legislation related to the operation and maintenance of infrastructure is essential. Knowledge of building systems in a variety of settings is required in addition to the processes that are required for efficient operations and maintenance. The successful candidate must have a valid Driver’s Licence, proven computer skills, effective written and oral communication skills as well as organizational and interpersonal skills. A significant portion of the Coordinator’s responsibilities will be carried out in an agricultural setting - experience or background in agriculture is an asset, but not necessarily required.

Position Number 544-028
Classification P04*
Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation; subject to committee review.

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Closing Date: 2017 10 04

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/facilities-coordinator-ario-properties

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