



REPOSTING

CAREER OPPORTUNITIES:

Ingenium - Canada's Museums of Science and Innovation is currently seeking a dynamic individual to fill the position of:

MANAGER, FACILITIES SERVICES

Reference Number: 2018/2019-CSTMC-138

Salary Range: \$68,242.29 - \$83,038.08 **Level:** 8

Employment Status: Term / Full-time for 1 year

Language Requirements: Bilingual (CBC/CBC)

Security Requirement: Enhanced reliability

Position Number: 9163

Branch: Finance and Administration

Who can apply? Ingenium - Canada's Museums of Science and Innovation employees and external candidates

Summary of Duties:

The Manager is responsible for the long term planning and the day to day operation, care and stewardship of a Science and Technology Corporation museum portfolio of property and real property assets, and the provision of client services in support of museum programming to help the client to function effectively on a day-to-day basis, get the most out of their facility and meet their business objectives.

The Museum Portfolio's are as follow:

- a) Canada Aviation and Space Museum (CASM)
- b) Canada Science and technology Museum (CSTM)
- c) Canada Agriculture and Food Museum (CAFM)

These Portfolios comprise a total of 19 buildings, which account for three museums, heritage buildings, leased property, federal and commercial land, office space, animal barns, chiller building, airport, runway, observatory, lighthouse, server rooms, machine shops, environmental controlled rooms, and special purpose rooms.

The standard weekly hours are: SWW 37.50 Hrs (5 days consecutive Mon. - Fri.)

Education and Experience:

As an ideal candidate, you hold a secondary school or equivalent diploma. Also required is post secondary training in facilities management, a professional certification in real estate management e.g., B.O.M.A. (Building Owners & Managers Association), R.P.A. (Real Property Administrator) or F.M.A. (Facilities Management Administrator) or substantial completion of such a program of studies.

You have experience in the following areas:

- significant experience (5 years) in managing the operations and maintenance of a large portfolio of both leased and Crown-owned facilities;
- in sustaining a high level of standards in the operations and maintenance of facilities;
- in tendering and contract administration;
- in providing facilities services.

RATED REQUIREMENTS

Knowledge:

- of the operation of complex building systems and their related maintenance;
- of Computerized Maintenance Management systems and standard desktop software products such as Microsoft Office Suite;
- of building automated control systems;
- of planning and budgeting;
- of contract letting and administration requirements;
- of life cycle costing principles, preventive maintenance approaches and cost estimating;
- of federal, provincial and municipal regulations governing the use of facilities;
- of the policies and guidelines governing the modification, repair, care and use of heritage properties;
- of building inspections approaches.

Abilities:

- to analyze processes and procedures and to make recommendations aimed at maximizing efficiency;
- to analyze operations and maintenance problems and devise cost effective solutions;
- to provide leadership in a teamwork environment;
- to plan and coordinate office moves;
- to communicate effectively both orally and in writing;
- to read construction plans and blueprints;
- to promptly respond to building related emergencies on a 24 hours 7 days per week basis.

Personal Suitability:

Persuasiveness and strong interpersonal skills
Personal organization, dependability and timeliness
Thoroughness and strong customer service orientation
Tact and diplomacy

The CSTMC is committed to the principles of employment equity.

Résumés received for this position will not be accepted after the indicated closing time (midnight) and date.

Please note that only candidates who are selected for the next stage of this selection process will be contacted. As a result of this competition, we may establish an eligibility list that may serve to staff similar positions.

If you are interested in this opportunity, please forward your cover letter and curriculum vitae indicating the reference number **2018/2019-CSTMC-138** in your email's Subject line, no later than the closing date to:
competition@ingeniumcanada.org

Posting Date: March 14, 2019

Closing Date: March 27, 2019

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9163 - Manager, Facilities Services / Gestionnaire, Service des installations