



# Employment Opportunity

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- Position:** Director of Facilities
- Location:** Rainy Lake Campus (in Fort Frances area) or Manidoo Baawaatig (Kenora Campus) – work location based on location of incumbent
- Start Date:** May 2024
- Wage:** 110,000.00 / year
- Deadline:** May 8, 2024 at 4PM CDT
- Duration:** Permanent
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**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



**Email:**

Attn: Human Resources  
Department

[human.resources@7generations.org](mailto:human.resources@7generations.org)



**Fax:**

Attn: Personnel  
Committee  
(807) 274-8761



**Mail:**

Attn: Personnel Committee  
Seven Generations Education  
Institute  
1452 Idylwild Drive, PO Box 297  
Fort Frances, ON, P9A 3M6

Please direct any questions regarding this opportunity to Human Resources at [human.resources@7generations.org](mailto:human.resources@7generations.org).

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

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# Director of Facilities

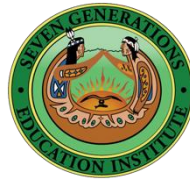
## Job Description

### General description

As a member of the senior management team, the Director of Facilities will be responsible to oversee the maintenance of all facilities and will ensure that maintenance planning and capital planning activities, including budgeting, are completed for all current and planned facilities. The incumbent will oversee management of all maintenance, custodial and culinary staff. They will be responsible to ensure compliance with all applicable legislation including but not limited to building codes, fire codes, health and safety legislation, food safety legislation, accessibility and human rights legislation, and technical standards and safety act (TSSA) as it relates to the development, operations, and maintenance of facilities.

### Qualifications and skills requirements

1. Minimum of a three-year post-secondary Degree or Diploma in Civil, Electrical, or Mechanical Engineering Technology, Architectural Technology, or a related discipline required.
2. Holding a relevant professional certification (e.g. C.E.T., P. Eng., CBCO), or Red Seal in a building trade (e.g. Carpenter, Electrician) is preferred.
3. Minimum five years of experience working in a management position or supervisory position. Preference will be given to those with senior management experience in an organization of similar size and scope.
4. Minimum five years experience working with indigenous organizations and communities required.
5. Knowledge of Federal and Provincial building and Fire Codes required.
6. Knowledge of Occupational Health and Safety Legislation, Accessibility Legislation (related to facility development and management), and Food safety legislation required.
7. Experience working in the education sector or working with educational facilities is preferred.
8. Joint Health and Safety Committee (JHSC) certification is an asset.
9. A combination of relevant education and experience may be considered on a case-by-case basis.



10. Demonstrated proficiency in budgeting and financial management in both operational and project-based scenarios.
11. Proven ability to successfully develop proposals in a variety of contexts including large scale capital projects.
12. Ability to develop Terms of Reference, and procurement documents such as Requests for Quotes, Proposal and Tenders.
13. Experience working with Federal and Provincial governments to secure both ongoing and project-based funding for training initiatives.
14. Strong understanding of contract law and the ability to develop, negotiate and manage contracts.
15. Demonstrated ability to manage projects and programs, including those of large scope and scale.
16. Proven ability to work with other organizations including public sector indigenous organizations, First Nation communities, Municipalities, other local government agencies (e.g. School Boards, District Service Boards), as well as private sector organizations required.
17. Highly developed communication skills, both written and verbal.
18. Ability to build and maintain strong working relationships.
19. High degree of proficiency utilizing word processing and spreadsheet software.
20. Working knowledge of accounting and learning management software is an asset.

**Supervisor:** Chief Executive Officer

## **Job duties/responsibilities**

### **Major**

1. The Director oversees the day-to-day management of the Facilities Department including oversight of all maintenance, custodial and culinary staff.
2. The Director provides strategic leadership in the development of new facilities, ensuring that existing facilities are maintained and that sufficient resources (financial and human) are budgeted for to ensure ongoing sustainability.
3. The Director is responsible for budgeting, fiscal planning, and ensuring operational sustainability for the department.
4. Provide advice and guidance to other senior leaders in the development of projects and programs with regard to facility development, maintenance and operations.



5. Working with the Human Resources department, the Director is responsible to ensure that a plan is in place to ensure that the department has the personnel necessary to provide all required services.
6. The Director is responsible to ensure the development and maintenance of capital plans including asset condition reviews, and financial plans for the maintenance of all facilities to ensure that facilities can operated on an ongoing basis.
7. Ensure plans (including project management plan, budget, and scope of work, as required) are developed for major repairs and maintenance projects.
8. Supports with, or arranges for project management on building projects, renovations and maintenance projects as required.
9. Develops request for quotes, proposals and tenders (RFQ, RFP, RFT) as required for minor and major projects in accordance with procurement requirements and organization policy.
10. Works with other senior leaders to negotiate contracts for project development, capital projects, building leases, contracted work related to facilities as required.
11. Works with department staff, and finance department to ensure supplies for maintenance, custodial and culinary activities are in place as required.
12. The Director provides leadership in ensuring effective communication, collaboration, and liaison between the department and internal and external parties.
13. Working with managers within the department, and Human Resources, the Director is responsible to support the training and development of all staff in the department to ensure that the staff are able to perform their duties competently, and have the knowledge and skills required to meet future demands.
14. Responsible to ensure that staff are always compliant with occupational health and safety requirements while performing work.
15. Participate as a member of the Joint Health and Safety Committee at home campus and attend all JHSC meetings at other campuses as ex-officio. Work with Campus Directors and Human Resources to ensure that all JHSC and Health and Safety requirements and reporting are completed as mandated.
16. Participates in strategic planning and operational planning as directed by the CEO.
17. The emphasis and specific responsibilities related to these areas may vary from time to time will be determined with the CEO based on the goals identified in the organization's strategic plan.



## Minor

1. Ensure that institute and departmental directions and requirements are shared with internal and external stakeholders.
2. Responsible for ongoing monitoring of budgets for the department as well as any projects or programs.
3. Coaching and mentoring staff in their development as facility and culinary professionals.
4. Supporting a culture of life-long learning, continuous personal and professional development, and leadership enhancement.
5. Modeling attitudes and behaviors consistent with the institute's values, including the teachings of the seven grandfathers.
6. Ensuring that all staff work in accordance with organization policies and procedures at all times.
7. Other duties as assigned by the CEO.

## Relationships

### Internal

1. Supervision of direct reports.
2. Work with Director of Administration for financial support.
3. Work with Director of Human Resources to support staffing requirements.
4. Work with other directors to collaborate on the development of projects and programs.

### External

1. Upon request of CEO – report to Board of Directors to provide specified updates.
2. Liaise with project and program partners.
3. Work with external contractors.
4. Work with external stakeholders in the development of projects.
5. Work with funding agencies in the development of proposals.
6. Support audit inquiries as required.



## **Working conditions**

- Incumbent typically works indoors in climate-controlled conditions. Some outdoor work may be required to supervise or inspect works.
- May be exposed to noise, dust, debris and other physical hazards while attending work sites.
- Frequent travel is required to campus and project locations.
- Manual dexterity is required to input data, prepare budget, contracts and procurement documents with a moderate requirement to maintain speed and ensure accuracy.
- Occasional lifting of up to 25 lbs required.
- Incumbent varies between alternating positions of sitting and standing with the ability to change positions.

## **Conditions of Employment:**

- Valid Class 'G' Driver's License
- Ability to provide satisfactory vulnerable sector screening check.