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Director, Capital and Facilities Management

Winnipeg, MB, CA

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Requisition ID: 1280

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MITT is a post-secondary institute offering industry-driven, student-focused education in the areas of applied business, design and manufacturing technology, health care, human services, information communication technology, and skilled trades. We provide affordable, timely, skills-based education for learners seeking career entry as well as those looking to acquire relevant, in-demand competencies at any point in life.

Director, Facilities and Capital Management

Start Date: As Soon As Possible

Salary Range: \$109,536.16 to \$148,194.63

Location: 2150 Chevrier Blvd.

Monday to Friday, 8:30 am to 4:30 pm (35 hours/week)

As the Director of Facility and Capital Management at MITT, you will play a pivotal role in overseeing the strategic planning, development, and maintenance of our physical infrastructure and capital assets. This leadership position requires a blend of operational expertise, financial acumen, and visionary thinking to ensure our facilities support the institution's mission of excellence in education.

Responsibilities include but are not limited to:

- Strategic Planning: Develop and implement long-term facility plans aligned with institutional goals and growth projections.
- Capital Budgeting: Manage the capital budgeting process, including forecasting, allocation of resources, and prioritization of projects.
- Project Management: Oversee the planning, execution, and completion of capital projects, ensuring they are on time, within budget, and meet quality standards.
- Real Property: Manage real property transactions (i.e. property purchases, zoning variances, etc.) and lease management (i.e. new leases, extensions, renewals, negotiation and administration)
- Facilities Maintenance: Implement proactive maintenance programs to ensure the safety, functionality, and aesthetics of all facilities.
- Compliance and Safety: Ensure compliance with building codes, regulations, and environmental standards. Develop and enforce safety protocols to protect the campus community.
- Risk Management: Lead emergency management, security, safety and compliance planning.
- Sustainability Initiatives: Lead sustainability efforts related to energy efficiency, waste reduction, and environmental stewardship across campus facilities.
- Collaboration and Communication: Foster collaboration with academic and administrative departments to understand their facility needs and provide responsive solutions. Communicate effectively with senior leadership, presenting plans, progress reports, and budget updates
- Vendor and Contractor Management: Manage relationships with external vendors, contractors, and consultants to support construction, renovation, and maintenance activities.
- Bachelor's degree in Engineering, Architecture, Facilities Management, Business Administration, or a related field.

Required Qualifications and Experience:

A combination of related education and experience may be considered.

- Bachelor's degree in Engineering, Architecture, Facilities Management, Business Administration, or a related field.
- A minimum of seven years of progressively responsible experience in facility and/or capital project management, including project management and budget oversight.
- Demonstrated experience in strategic planning, capital budgeting, and facilities maintenance within a complex organization, preferably in a higher education setting.
- Strong leadership skills with the ability to motivate and manage a diverse team of professionals.
- Excellent analytical skills and financial acumen to manage budgets, forecasts, and financial reports.
- Knowledge of sustainability practices and regulations related to facilities management.
- Exceptional interpersonal and communication skills, with the ability to collaborate effectively across departments and communicate complex information clearly and persuasively.

Preferred Qualifications and Experience:

- Experience in tendering, Request for Proposal creation, and contract development.
- Experience with Boiler/Chiller plant and auxiliary's operation and maintenance.
- Knowledge of facilities management best practices, including knowledge of CSA standards, Fire and Building Codes, Occupational Health & Safety Act, Electrical Code.
- Experience with HIPPO CMMS or related BAS software
- Experience with AutoCAD

Conditions of Employment:

- Legally entitled to work in Canada.
- Successful completion of a Criminal Record check including vulnerable sector and Child Abuse Registry Check.

An eligibility list may be created for similar positions. Developmental opportunities may be available for candidates who do not meet all of the requirements of the position.

Applications will be accepted until July 24, 2024. Submit your resume and cover letter using our online application system.

We are growing; come grow with us. MITT offers a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal growth and development.

MITT is committed to providing an inclusive, barrier-free work environment, beginning with the hiring process. We thank all applicants for their interest. Only those applicants selected for an interview will be contacted. If contacted, applicants are asked to inform us if they require an accommodation. All information received as it relates to accommodation will be kept confidential.

Please do not disclose personal health information or protected personal information through the application process.

This message is available in alternative formats upon request.

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