

# Job Description – Facilities Specialist

## Position Description

<b>Position title</b>	<b>Facilities Specialist</b>
<b>Location</b>	Remote – BC Interior
<b>Reports to</b>	Director – Contracts, Facilities & Procurement
<b>Direct reports</b>	N/A
<b>External Contacts</b>	APM, Service Delivery Centres, Vendors, Contractors and others
<b>Travel requirements</b>	Limited Travel

## Position purpose

The Facilities Specialist is responsible for supporting and overseeing a portfolio of service delivery facilities as related to WCG’s corporate and program operations throughout British Columbia, Alberta and Ontario.

## Success measures

<b>Customer Satisfaction &amp; Relationships/</b>	<ul style="list-style-type: none"> <li>• Collaborative and effective relationships with business contacts at all levels</li> <li>• Consistent and professional communication to simplify complex outcomes</li> <li>• Inclusive approach / team focused</li> <li>• Output focussed with a high attention to detail</li> </ul>
<b>People &amp; Team Satisfaction</b>	<ul style="list-style-type: none"> <li>• Strong colleague engagement and satisfaction levels within the team</li> <li>• WCG Code of Conduct adhered to at all times</li> <li>• WCG’s Values upheld at all times</li> </ul>
<b>Operational Performance</b>	<ul style="list-style-type: none"> <li>• Timely and accurate response to all deliverables</li> <li>• Dedication to ensuring continuous operation of service delivery sites</li> </ul>
<b>Program Outcomes</b>	<ul style="list-style-type: none"> <li>• Support Centre Managers, Program Managers and Executives in achieving their service outcomes</li> <li>• Maximize value for money when procuring services</li> <li>• Operations have the facilities and tools to perform their work</li> </ul>

## Core Responsibilities:

<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Coordinate Risk Assessment processes with leadership</li> <li>• Identify high risks in safety and security and provide solutions</li> </ul>
<b>Facilities and OH&amp;S</b>	<ul style="list-style-type: none"> <li>• Point person for Landlords and WCG staff and management for all facility related issues</li> <li>• Oversight of regular and as needed servicing, maintenance and repairs</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain WCG’s Facility Lease Records and Schedules</li> <li>• Identify renewal dates early and proactively discuss with internal management the intentions upon renewal</li> <li>• Maintain online database of essential lease and property information</li> <li>• Maintain a Facilities calendar, tracking annual maintenance requirements</li> <li>• Understand physical and budget requirements of WCG Facilities and programs and work with others to ensure that the needs of staff working in WCG centers are supported through services management, vendor management and furniture requirements</li> <li>• Review and approve monthly invoices for various site services including security services, janitorial services etc.</li> <li>• Maintain facilities manual that guides set up, operations, and close down of WCG facilities</li> <li>• Work with WCG’s People &amp; Culture department and Joint OH&amp;S Committee to ensure standards of accessibility and OH&amp;S regulations, safety, physical security, etc. are maintained in WCG Facilities</li> <li>• Work with WCG management and realtors to find suitable locations and properties for new or existing operations</li> <li>• Project management for new build or refurbishment projects including creating a design brief, creating a project budget, tendering for design services, tendering for construction services, furniture selections, procurement and cost management</li> <li>• Review area specific legislation and regulations relating to Health &amp; Safety in facilities and recommend/implement required improvements</li> <li>• Ensure compliance with various regulatory standards</li> <li>• Assist with arranging assessments and certifications where necessary</li> <li>• Other duties as assigned</li> </ul>
<p><b>Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Collaborate in the process of identifying areas of weakness, inefficiency and ineffectiveness in systems and suggest improvements</li> <li>• Maintain an up-to-date knowledge of new technology, processes, and policy to improve capability</li> </ul>
<p><i>Other duties as required, including going beyond the job description whenever necessary</i></p>	
<p><b>WORK HEALTH AND SAFETY</b>            For manager responsibilities, refer to the <a href="#">WCG Workplace Health and Safety Policy</a></p>	

## Capabilities and experience

### Essential requirements:

- 3-5 years of relevant experience, including a minimum of 2 years' facilities oversight experience
- Project management experience
- Interpersonal skills including strong communication and teamwork skills
- Confident verbal and written communication skills and ability to work with a range of key collaborators and contacts (both internal and external)
- Ethics and values focused
- Strong attention to detail
- Ability to travel including a clean driver's licence and own vehicle

### Preferred:

- Experience working with OH&S Committees
- Experience with oversight of facilities in various locations across Canada
- Experience with and/or knowledge pertaining to relevant trades such as carpentry, plumbing, electrical, etc.

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