

## Professional Job Position Description

### Section I: Position information

Effective date	2026-06-23	<input checked="" type="checkbox"/> Update only	<input type="checkbox"/> Classification review
Position title	Manager, Facilities		
Position number	998931		
Classification level	Excluded Professional D		
Position affiliation	<input type="checkbox"/> AUFA <input checked="" type="checkbox"/> Excluded		
Location	Place Based - Athabasca		
Department	Facilities		
Reports to	Director, Finance Operations		

#### Position summary

Briefly describe the main purpose(s) of the position.

The Manager, Facilities provides strategic and operational leadership for facilities management, infrastructure renewal, and capital project delivery at Athabasca University.

This role oversees a unionized workforce and is accountable for the safe, efficient, and cost-effective operation of campus facilities, as well as the successful delivery of capital and renovation projects.

The Manager applies formal project management practices, leads long-term asset planning, and ensures compliance with regulatory, financial, and labour requirements. The role works closely with senior leadership to align facilities strategies with institutional priorities.

#### Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

##### **Operations (30%)**

- Oversees the efficient and effective operation of the Facilities department by providing leadership and direction.
- Defines, tracks and reports on key performance indicators for facilities operations (e.g. response time, maintenance backlog).
- Plans and manages the university's infrastructure maintenance program, ensuring accountability and adherence to reporting requirements.
- Ensures departmental expenditures are in accordance with the department's approved budget and that all requirements for external grants are complied with.
- Ensures ongoing preventive maintenance program is documented, with scheduled activities completed and recorded according to the agreed upon timeframes and, if necessary, make

recommendations to amend the program to ensure the needs of the university are met, equipment is maintained in good repair, and to minimize disruption to operations from equipment breakdown.

- Negotiate contracts, service agreements, leases, and facilities related partnership agreements, adhering to confidentiality.
- Work directly with AU's tenants regarding any operating and maintenance issues related to their space.
- Ensures adherence to legal, legislative, policy, financial and other requirements through transparent processes, auditing and reporting.
- Performs a variety of management responsibilities to ensure the department's strategic and operational objectives are met.
- Leads and participates in the prevention of accidents and promote a safe working environment by ensuring adherence to applicable OH&S policies and procedures and WCB guidelines.

#### **Capital Planning and Project Management (30%)**

- Leads end-to-end delivery of capital, renewal, and renovation projects, including initiation, planning, procurement, execution, monitoring, and close-out.
- Establishes and applies formal project management methodologies (e.g., PMBOK, Agile) where appropriate).
- Develops project charters, schedules, budgets, risk registers, and reporting frameworks.
- Provides regular status reporting to senior leadership on scope, budget, schedule, and risks.
- Manages external consultants, contractors, and vendors to ensure scope, cost, schedule, and quality targets are achieved.
- Implements project governance, change management, and approval processes.
- Ensures alignment with institutional capital plans and long-term infrastructure strategy.
- Accountable for developing and overseeing the short, medium and long-range capital plans including support for grant funding applications.

#### **Facilities Administration (40%)**

- Provides leadership to a unionized facilities workforce, ensuring compliance with collective agreements.
- Manages labour relations issues, including conflict resolution, discipline, and grievance handling in collaboration with HR.
- Promotes a positive labour-management environment focused on safety, respect, and productivity.

- Ensures appropriate staff scheduling, workload allocation, and overtime management.
- Provides recommendations regarding long-term asset management and capital renewal plan.
- Advances sustainability and energy management initiatives.
- Supports emergency preparedness and business continuity planning.
- Establishes effective and efficient facilities management policies and procedures that ensure that the University is operated in a safe and secure manner. Educates clients on university strategies, policies and processes related to Facilities and management.
- Participates in the development of the annual budget and operational plans for the unit, monitors and tracks actual expenses against planned expenses, and ensures integration with overall department, division, and institutional plans.
- Establishes and maintains effective relationships with internal stakeholders and clients. Collaborates with department heads and senior leadership to proactively identify and meet their operational facilities requirements.
- Ensures that Facilities policies and procedures are current and reflect best practices, and if not, makes recommendations for amendments.
- Represents the university and develops good working relationships with external stakeholders, clients and organizations, including, but not limited to, landlords, tenants, vendors, government and other post-secondary institutes.
- Participates in relevant professional associations and activities and networks with facilities management staff at other organizations, including other post-secondary institutions and industry related partners.
- Stays abreast of, and implements as appropriate, trends, best practices and legislative changes.

## Occupational health and safety

### Employees:

Responsible to participate in the AU OHS program as required.

### Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

### *Classification factors*

#### Communication

Must possess excellent written and verbal communication and negotiation skills. The position must be able to communicate with all levels, including senior officials both within and outside of the university, including senior leadership, government and legal counsel. The incumbent must maintain strict confidentiality with information, given its sensitive nature.

#### Impact of Service or Product

Cost-effective delivery of services, programs and projects is essential to AU's success. In addition, the assessment of risk and proper due diligence is critical to protect the university's interests. The outcomes of work undertaken by the Facilities department may impact the safety of staff and users of the university's buildings and grounds.

This position is responsible for leading the formulation and implementation of a client centered, proactive, professional, and accountable Facilities department. The Manager will have significant responsibility ensuring the university's facilities management expectations are met while managing and mitigating strategic, operational, financial and legal risks.

#### Supervision

Provide day to day direction for resources assigned to projects including (but not limited to) subject matter experts, planners, consultants, and contractors involved in the assigned areas of responsibility. This includes ensuring that the logistical coordination of the work with specific attention to areas where the work might impact continuing operations of others in the immediate and general area of the work. Impact of service or product

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#### Independence of action

This position is expected to independently work and manage one's area of responsibility. The incumbent is expected to remain current on all relevant legislation, policy and procedure. The Manager will represent the university at meetings, seminars, etc., and will expand professional expertise and maintain professional contacts that support assigned functions.

Ensuring and maintaining quality control, budget control, and legislative compliance within areas of assigned responsibilities is an expectation that requires a high degree of independent decision and the experience to seek with in areas of assigned responsibilities is an expectation that requires a high degree of independent decision and the experience to seek assistance or guidance when needed.

#### Complexity

The range and diversity of responsibilities assigned to this position result in a high degree of complexity. To be effective, the incumbent must have a knowledge and understanding of facilities

operations and management, property management, and contract language, health and safety and other relevant legislative requirements.

The incumbent has a leadership role in executing a seamless University-wide facilities management strategy, while ensuring day-to-day operational issues are effectively managed. It is imperative to keep abreast of the latest trends within the field.

Extensive knowledge of the University's needs and institutional goals, and new and emerging trends in the post-secondary sector is required.

This role requires the utmost of confidentiality at all times.

### Planning

Directly involved and accountable, for short-, medium- and long-term planning for facilities, including deferred maintenance, capital renovation and capital expansion of university owned, leased or rented properties.

Advanced planning skills are essential for this position. The incumbent will play a leadership role in defining and implementing a client centered facilities management service model within the university.

### *Signatures for section I*

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

## Section II: Qualifications

### Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

- Degree or diploma in Facilities Management, Engineering, Building Sciences, or a related field. An equivalent combination of education and experience may be considered.
- 7 – 10 years' experience in facility management
- Minimum 5 years management and supervisory experience, preferably in a unionized environment.
- Demonstrated experience managing new capital and renovation projects.
- Strong knowledge of Standards and Procedures and applicable codes and regulations as it relates to facility maintenance and operation.

- Strong knowledge of civil, structural, electrical, mechanical technologies, maintenance and Facilities Management techniques
- Strong knowledge of project management principles, tools, and governance
- Ability to read blueprints and to interpret specifications.
- Excellent interpersonal abilities with good written and oral communication skills, organizational and time management skills are necessary.
- Experience developing short, medium and long-range facility maintenance and infrastructure plans

*Signatures for sections I and II*

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.