

Director of Facility Management

GEF Seniors Housing is the largest provider of affordable supportive living residences for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees.

Position

The Director of Facility Management reports to the Chief Executive Officer and is responsible for the management and planning of capital maintenance projects, transportation fleet, security, safety and the ongoing operations, maintenance, and improvements of all GEF buildings and related infrastructure. The individual plays a key role in ensuring that GEF's physical spaces, assets, systems and equipment aligns with the organization's Strategic Plan. The Director is also responsible for the upgrade and retrofit of existing buildings, developing and updating facility management policies and procedures to ensure compliance with appropriate legislation. The Director is an integral part of the team for new capital projects.

Roles and Responsibilities

- Provide leadership and oversight to a multi-disciplinary facility management team.
- Ensure the facility management strategy aligns with GEF's Vision, Mission and Strategic Plan.
- Participate in GEF's strategic planning initiatives.
- Provide leadership, mentoring, and support for the team.
- Develop annual Facility Management Plan.
- Develop, review, and revise GEF's Facility Management policies and procedures.
- Ensure compliance by staff, contractors and trades to GEF's policies and procedures.
- Provide technical and facility advice, perspectives and support to other managers relevant to their scope of operations.
- Endorse, participate and contribute to GEF's Health, Safety and Wellness Program.



Qualifications

- Post-secondary degree, diploma, or trade relevant to engineering, construction, building, or maintenance would be desired.
- 8-10+ years in progressive leadership roles within the building/facilities management/maintenance industry.
- Complimentary designations and certifications; Red Seal, PMP, CET, P.Eng.
- Relevant and desirable accreditations include; BOMI, IFMA, and ProFM.
- Comprehensive understanding of building systems, construction, and related trades.
- Functional knowledge of building system technologies relevant to the installation and maintenance of security, controls, HVAC, plumbing, boilers, electrical etc.,
- Demonstrated business management and administrative aspects such as planning, budget, project budgeting, contracts, resource scheduling etc.,
- Comprehensive understanding of Edmonton Building and Safety permits, inspections, codes, standards and regulations.

For more information and to apply, please click here - [Human Edge Executive Search](#)

The successful applicant will be required to undergo a criminal records check and be fully vaccinated against COVID-19.

