



CAAT Job Evaluation System for Non-Bargaining Unit Employees

Ontario Colleges of Applied Arts and Technology

The Job Fact Sheet Questionnaire (JFS) is used to gather information for job evaluation purposes for the Colleges= Administrative Staff, Part-Time Support Staff, Part-Time and Sessional Academic Staff positions. Please read each section carefully before completing.

The Education and Experience sections are to be completed by the College according to the College’s recruitment standards.

Upon completion by an incumbent, the JFS is reviewed and, when necessary, adjusted by the position’s Manager and the Senior Manager responsible for the position. Any changes to the JFS are to be reviewed with the incumbent prior to evaluation. The JFS is then submitted to the appropriate College official for job evaluation purposes.

The JFS is not finalized until it has gone through the job evaluation process and the results have been confirmed by the College. A copy of the finalized JFS will be provided the incumbent for information purposes and as a job description.

1. POSITION IDENTIFICATION

Position Title: Manager, College Facilities and Projects
 Position Number:
 Pay Band: 12
 Incumbent:
 Location/Campus: Various
 Division/Department: Physical Resources
 Immediate Supervisor (title): Director, Physical Resources
 Date of JFS: May 5, 2023
 Last Evaluated: May 9, 2023

Type of Position:

- Administrative Part-Time Administrative
- Sessional Academic Part-Time Academic
- Part-Time Support Other

I have read and understood the contents of the Job Fact Sheet (if completed by an incumbent):

Incumbent: _____ Date: _____

Recommended by:
Position’s Manager: _____ Date: _____

Approved by:
Senior Manager: _____ Date: _____

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POSITION SUMMARY

Provide a concise description of the position by identifying its most significant responsibilities and/or accountabilities.

The Physical Resources Facility Manager ensures that campuses/ buildings and grounds serve the needs of students, employees, and all members of the community.

The incumbent is responsible for overall operations as they pertain to the day-to-day management of personnel, infrastructure, grounds, and budget.

The management of facility processes and services are key to this position and supports the college's commitment to "Student Learning First" by ensuring an enhanced learning environment.

KEY DUTIES

Provide a list of key duties under the heading below. Assign the percentage of time spent in each key area.

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Operations Management

40%

- Responsible for daily operations of for all facilities and residences using various tools such as the work order system, building automation and controls.
- Responsible for ensuring that preventative maintenance routines are identified, documented and adhered to, optimizing operations and safety for buildings and associated assets/equipment.
- Leads operational quality improvements in maintenance, housekeeping, and grounds care which streamline processes and support sustainable development, including energy management, waste management and the purchase of appropriate supply resources.
- Responsible for fleet management of PRD vehicles and equipment ensuring that preventative maintenance is performed and managed effectively, increasing efficiencies, controlling costs and reducing on-demand maintenance and/or replacement. Ensures that a quality assurance program is in place,
- Responsible for providing safe and healthy buildings and properties for students, staff and community.
- Responsible for developing annual lists of deferred maintenance projects, recommendations for capital projects, and budgets for same.
- Responsible for effective collaboration with all college stakeholders and communities, ensuring that academic delivery and service to students is well supported by the Physical Resources Department.
- Assists in articulating the vision and goals for the Physical Resources Department.
- Supervises a team of general maintenance, skilled/certified trades workers and seasonal student workers in the daily operations of college facilities.
- Maintains accurate job position descriptions. Provides leadership with staff hiring, coaching and performance evaluation. Also ensures support staff receive professional development and required OHS training.
- Ensures team workloads are effectively managed through the work order system and regular staff reviews.
- Demonstrates the ability to form and lead teams in the resolution of problems and the application of sustained solutions the align with departmental goals.
- Hires and oversees outside contractors, as required.
- Recommends capital investment for maintenance and/or replacement of infrastructure, fleet and grounds equipment.
- Contributes to overall safety of campus facilities and grounds, including the exercise of due diligence in all matters pertaining to safety.
- Provides backup coverage for other department managers during absences or vacations and participates in a regular on call schedule.
- Responsible for ensuring safe work practices are followed by college staff and contractors through appropriate training, supervision of work, and directing the remediation of hazards in a proactive

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Project Management

20%

- The incumbent manages multiple assigned projects of varying magnitudes related to buildings, equipment, furnishings, grounds, vehicles and other physical resources. This includes developing & implementing project plans, determining work allocation, identifying and removing barriers to successful project completion, tracking and monitoring progress and ensuring deadlines are met and deliverables are completed.
- Responsible for construction management, planning, organizing, assigning, reviewing, supervising and directing contractors and subcontractors selected to carry out projects. The incumbent inspects new construction, projects, equipment and supplies to ensure that assignments are completed efficiently and specifications for major capital improvements are within local/provincial/federal regulations.
- Prepares a wide variety of often complex materials (e.g. business and facilities operations plans, funding requests, reports, analyses, recommendations, procedures, bid specifications, governing body mandated reports, etc.) for the purpose of documenting activities and issues, providing written reference and/or conveying information in accordance with district, provincial and federal regulations.

Contract Management

20%

- Responsible for ensuring that various contracted vendors provide the full service negotiated. Liaises with the contract manager(s) to resolve performance issues or to negotiate additional service. Service contracts may include , seasonal snow removal, seasonal grass cutting, waste removal etc...
- Liaises with internal department managers and contracted service managers (such as housekeeping) in order to ensure coordination with college projects.
- Contributes to the tender process with Purchasing to ensure sought after services meet operational objectives.

Administration

20 %

- Develops operational policies and procedures consistent with the College's overall Strategic plan, as well as, that of the Physical Resources Department.
- Assists with establishing, monitoring and control of related budgets for Physical Resources Departments which will utilize the College resources dedicated to facilities in the most efficient and effective manner, and the monitoring of expenditures within the approved budgetary guidelines.
- Plans and coordinates facilities components of tendering processes for capital projects, as required.
- Attends meetings of both internal and external groups to further the understanding of college operations and to contribute expertise and information.
- Monitors operational performance through various reporting tools to ensure efficient and effective service delivery that meets the needs of the college and community.

TOTAL:

100%

1. COMPLEXITY – JUDGEMENT (DECISION MAKING)

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Complexity refers to the **variety** and **relative difficulty** of **comprehending** and **critically analyzing** the material, information, situations and/or processes upon which decisions are based.

Judgment refers to the **process** of identifying and reviewing the available options involved in decision making and then choosing the most appropriate option. Judgment involves the application of the knowledge and experience expected of an individual performing the position.

Provide up to **three examples** of the most important and difficult decisions that an incumbent is typically required to make.

- Review technical drawings of the project including mechanical, electrical, structural, and architectural to familiarize and to identify any issue arising from such review. Address concerns with Architect for resolution.

Make decisions on operational service delivery. Creates Standard Operations Procedures to best utilize resources while delivering high quality service. Coaches staff on SOPs to ensure the team operates in a cohesive fashion.

Provides unplanned response to facility issues, such as a localized flood, fire, utility disruptions, which requires immediate, strategic and coordinated effort by team to minimize impact to facility and/or academic delivery. All efforts are communicated to the Director, College Facilities who then liaises with SMT, as required.

2. EDUCATION (to be completed by the College)

Education refers to the minimum level of formal education and/or the type of training or its equivalent that is required of an incumbent at the point of hire for the position. This may or may not match an incumbent's actual education or training.

Non-Post-Secondary

- Partial Secondary School Secondary School Completion

Post-Secondary

- 1-Year Certificate 4-Year Degree
- 2-Year Diploma Masters' Degree
- 3-Year Diploma/Degree Post Graduate Degree
- Professional Designation Specify: _____
- Other Specify: _____

The College is to identify the minimum level of education and/or type of training or its equivalent that is required for the position based upon the College's recruitment standards.

Specify and describe any program specialty, certification or professional designation necessary to fulfil the requirements of the position.

- Construction Engineering Technology or equivalent field of study

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- Certified Facility Manager is an asset
- Credential as a Certified Engineering Technologist, or hold a recognized trade designation is an asset
- Project Management Professional (PMP®) or similar designation is an asset

Specify and describe any special skills or type of training necessary to fulfil the requirements of the position (e.g. computer software, client service skills, conflict resolution, operating equipment)

- The role requires the ability to discern problems, and awareness of technical options available to rectify problems.
- Sound knowledge of the Ontario Building, Electrical and Fire Codes.
- Certification for Occupational Health and Safety.
- Proficiency with Office 365 suite of applications.
- Sound knowledge of facilities planning and construction management processes and procedures.
- Strong leadership, supervision, problem-solving and negotiating skills.
- Experience in a unionized environment.
- Strong interpersonal, time-management, verbal, written and presentation skills

3. EXPERIENCE

Experience refers to the amount of **related, progressive** work experience required to obtain the essential techniques, skills and abilities necessary to fulfil the requirements of the job at the point of hire into the position. This may or may not match the incumbent's actual amount of experience.

The College is to identify the minimum amount and type of experience appropriate for the position based upon the College's recruitment requirements.

Experience required at the point of hire. Up to and including:

- | | |
|--|---|
| <input type="checkbox"/> 0 – no experience | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 1 month | <input type="checkbox"/> 5 years |
| <input type="checkbox"/> 3 months | <input checked="" type="checkbox"/> 7 years |
| <input type="checkbox"/> 6 months | <input type="checkbox"/> 9 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 11 years |
| <input type="checkbox"/> 18 months | <input type="checkbox"/> 13 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 15 years |
| <input type="checkbox"/> 3 years | <input type="checkbox"/> 17 years |

Specify and describe any specialized type of work experience necessary to fulfil the requirements of the position.

- 7 years of experience in facility management
- 7 Year is experience with skilled trade and Custodial services

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- 5 years staff supervision in a unionized environment
- Experience in facilitation and conflict resolution
- Experience with information technology infrastructure.

4. INITIATIVE – INDEPENDENCE OF ACTION

Initiative – Independence of action refers to the **amount of responsibility** inherent in a position and the **degree of freedom** that an incumbent has to **initiate** or **take action** to complete the requirements of the position. An incumbent is required to foresee activities and decisions to be made, then take the appropriate action(s) to ensure successful outcomes. This factor recognizes the established levels of authority which may restrict the incumbent's ability to initiate or take action, e.g., obtaining direction or approval from a supervisor, reliance on established procedures/methods of operation or professional practices/standards, and/or built-in controls dictated by computer/management systems.

Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform using their initiative without first having to obtain direction or approval from a supervisor.

- Rectification of safety hazards. It is always necessary to advise Director of significant out of budget implications and to follow financial procedures; however the manager must proceed with remediation measures to protect people and property.
- Development of procedures in consultation with stakeholders. Takes the initiative by drafting documents, planning and soliciting meaningful input.
- Budget expenditure adjustments are authorized by the incumbent manager, with a view to offsetting variances to achieve overall targets.

Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform which required the direction or approval from a supervisor.

- Capital Project proposals are recommended by the manager, with final approval to proceed given by Director. Some recommendations may need to be deferred or denied in favor of other college-wide requirements.
- Budgetary approval is required for expenditures that are outside planned budget and routine operational expenses.
- Disciplinary action by correspondence or meetings must be vetted with Human Resources and communicated to Director, Physical Resources.
- Changes to any policies/procedures which are corporate in nature require involvement of the Director, Physical Resources to ensure college-wide approaches where deemed appropriate.

Give specific examples of guidelines, procedures, manuals (formal or informal), computer systems/programs that are used in performing job duties and in making decisions, e.g., Government regulations, professional or trade standards, College policies or procedures, department or program procedures, computerized/manual programs/systems and any other defined methods or procedures.

- Ontario Building Code; Fire Code and Electrical Code
- Applicable ASHRAE standards such as Indoor Air Quality;
- Computer applications include office 365, MS teams, Adobe Professional Software, Ebase, Internet/Website searching; One Drive, BAS Software
- OPSEU 351 Support Staff Collective agreement
- Sustainable Development /Environmental Policy
- Infrastructure & Facility Management Software
- TSSA Regulations
- AODA

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5. POTENTIAL IMPACT OF DECISIONS

Potential Impact of Decisions recognizes the **potential consequences** that **errors in judgment** made by an incumbent, despite due care, could have on the College. Usually, the higher the level of accountability inherent in a position, the greater the potential consequences there are on the College from errors in judgment.

Give up to three examples of the typical types of errors in judgment that an incumbent could make in performing the requirements of the position. Do not describe errors which could occur as a result of poor performance, or ones that are rare or extreme. Indicate the probable effects of those errors on the College, e.g., loss of reputation of program/College, waste of resources, financial losses, injury, property damage, affects on staff, students, clients or public.

Various failures - power, water supply, HVAC failure, hazardous substance - may result in suspension of operations which is a large impact to the organization.

1. Failure to exercise due diligence in remediation of hazards and training of workers can result in injury to individuals, and liability to college. Such instances of legal action cause the organization considerable institutional energy in addition to expense.
2. Poor management of the facility can create an undesirable learning and working environment and deteriorate the reputation of PRD and the College within the community.
3. Poor management of the building infrastructure will lead to significant future risk and cause potential disruption to academic delivery and College reputation.

6. CONTACTS AND WORKING RELATIONSHIPS

Contacts and Working Relationships refers to the **types, importance** and **intended outcomes** of the contacts and working relationships required by an incumbent to perform the responsibilities of a position. It also measures the skill level required to be effective in dealing with contacts and being involved in working relationships. This factor does **not** focus on the level of the contact, but on the nature of the contact.

Indicate by job title, with whom an incumbent is required to interact to perform the duties and responsibilities of the positions. Describe the nature, purpose and frequency of the interaction, e.g., exchanging information, teaching, conflict resolution, team consultation, counseling.

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
			Occasional	Frequent
Internal to the College, e.g., students, staff, management, colleagues	Physical Resources Director and Managers	General communication on operational decisions to gain agreement on a course of action in safety; budgets and to keep team members apprised.		X
	Dean, Chairs	Academic support needs, Land use concerns; Community impact of new procedures		X
	Safety Manager	Consult on health and safety matters	X	
	Students		X	

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	Community	Advise on procedures, etc. such as operations, personal safety	x	
	Housing Manager	Facility use issues, personal safety, custodial, housekeeping event set-ups		
		Repair of rooms, overall major maintenance		
External to the College, e.g., business and industry representatives, suppliers, advisory committee members, staff at other colleges, government officials, and general public.	Professional Engineers, architects and tradespeople	Review project scope and provide direction and oversee work		X
	Wholesalers/Dealers	Products, services such as digital controls, hardware, technology products		X
	Contracted services	External/ Internal Contractors, contract management, expectation and quality reviews		X

Occasional (O) **Contacts are made once in a while over a period of time.**
Frequent (F) **Contacts are made repeatedly and often over a period of time**

7a. CHARACTER OF SUPERVISION/FUNCTIONAL GUIDANCE

Character of Supervision identifies the **degree and type** of supervisory responsibility in a position or the nature of functional/program supervision, technical direction or advice involved in staff relationships.

(√) Check the applicable box(es) to describe the type of supervisory responsibility required by an incumbent in the position:

- Not responsible for supervising or providing guidance to anyone.
- Provides technical and/or functional guidance to staff and/or students.
- Instructs students and supervises various learning environments.
- Assigns and checks work of others doing similar work.
- Supervises a work group. Assigns work to be done, methods to be used, and is responsible for the work performed by the group.

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- Manages the staff and operations of a program area/department.*
- Manages the staff and operations of a division/major department.*
- Manages the staff and operations of several divisions/major departments.*
- Acts as a consultant to College senior management.
- Other e.g., counseling, coaching. Please specify:

*** Includes management responsibilities for hiring, assignment of duties and work to be performed, performance management, and recommending the termination of staff.**

Specify staff (by title) or groups who are supervised/given functional guidance by an incumbent.

16 Facilities and Trades staff
2 RPT Staff

1 Summer Student1 (4 Months – May to September)

7b. SPAN OF CONTROL

Span of Control is complementary to Character of Supervision/Functional Guidance. Span of Control refers to the total number of staff for which the position has supervisory responsibility, (i.e., subordinates, plus all staff reporting to these subordinates).

Enter the total number of full-time and full-time equivalent staff reporting through to the position. Also identify the number of staff for whom the position has indirect responsibility (contract for service), if applicable.

Type of Staff	Number of Staff
Full-Time Staff	16
Non Full-Time Staff (FTE)*	1.54
Contract for Service**	
Total:	17.54

*** Fulltime Equivalency (FTE) conversions for non-fulltime staff are as follows:**

Academic Staff

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Identify the total average annual teaching hours taught by all non-fulltime teachers (part-time, partial load and sessional) for which the position is accountable and divide by 648 hours for post-secondary teachers and 760 hours for non-post-secondary teachers.

Support Staff

Identify the total average annual hours worked by part-time support staff for which the position is accountable and divide by 1820 hours.

Administrative Staff

Identify the total average annual hours worked by non-fulltime administrative staff for which the position is accountable and divide by 1820 hours.

**** Contract for Services**

When considering “contracts for services”, review the nature of the contractual arrangements to determine the degree of “supervisory” responsibility the position has for contract employees. This could range from “no credit for supervising staff” when the contracting company takes full responsibility for all staffing issues to “prorated credit for supervising staff” when the position is required to handle the initial step(s) when contract staffing issues arise.

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8. PHYSICAL AND SENSORY DEMANDS

Physical/Sensory Demands considers the **degree** and **severity** of exertion associated with the position. The factor considers the intensity and severity of the physical effort rather than the strength or energy needed to perform the task. It also considers the sensory attention required by the job as well as the frequency of that effort and the length of time spent on tasks that cause sensory fatigue.

Identify the types of physical and/or sensory demands that are required by an incumbent. Indicate the frequency of the physical demands as well as the frequency and duration of the sensory demands. Use the frequency and duration definitions following the tables to assist with the descriptions.

PHYSICAL DEMANDS

Describe the types of activities and provide examples that demonstrate the physical effort that is required in the position on a regular basis, i.e., sitting, standing, walking, climbing, lifting and/or carrying light, medium or heavy objects, pushing pulling, working in an awkward position or maintaining one position for a long period of time.

Types of Activities that Demonstrate Physical Effort Required	Frequency (note definitions below)				
	Occasional	Moderate	Considerable	Extended	Continuous
Walking through buildings and grounds			X		
Lifting, carrying, pushing, and/or pulling; climbing and balancing; stooping, kneeling, crouching, and/or crawling; significant fine finger dexterity.	X				
The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.	X				
Touring active construction sites through various stages and weather conditions	X				

SENSORY DEMANDS

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Describe the types of activities and provide examples that demonstrate the sensory effort that is required in the position on a concentrated basis, i.e., reading information/data without interruption, inputting data, report writing, operating a computer or calculator, fine electrical or mechanical work, taking minutes of meetings, counseling, tasting, smelling etc.

Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration Short Intermediate or Long
	Occasional	Moderate	Considerable	Extended	Continuous	
Driving to all college sites on a scheduled basis, regularly		X				
Computer Applications			X			I
Review blue prints, technical drawings etc.	X					S

FREQUENCY:

Occasional:	Occurs once in a while, sporadically.
Moderate:	Occurs on a regular, ongoing basis for up to a quarter of the work period.
Considerable:	Occurs on a regular, ongoing basis for up to a half of the work period.
Extended:	Occurs on a regular, ongoing basis for up to three-quarters of the work period.
Continuous:	Occurs on a regular, ongoing basis throughout the entire work period except for regulated breaks.

DURATION:

Short:	Up to one hour at a time without the opportunity to change to another task or take a break.
Intermediate:	More than one hour and up to two hours at a time without the opportunity to change to another task or take a break.
Long:	More than two hours at a time without the opportunity to change to another task or take a break.

9. WORKING CONDITIONS

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Working conditions considers the frequency and type of exposure to undesirable, disagreeable environmental conditions or hazards, under which the work is performed.

Describe any unpleasant environmental conditions and work hazards that the incumbent is exposed to during the performance of the job.

Walks over uneven terrain to make inspections.

Extensive walking to inspect buildings and sites.

Squatting, stooping, kneeling to examine facilities and equipment.

Works outside in varying weather conditions.

Travels to other campuses and locations.

Works in office conditions

Environment

Describe the types of activities and provide examples that demonstrate exposure to unpleasant environmental conditions in the day-to-day activities that are required in the job on a regular basis, e.g., exposure to dirt, chemical substances, grease, extreme temperatures, odours, noise, travel, verbal abuse, body fluid, etc. Indicate the activity as well as the frequency of exposure to undesirable working conditions.

Types of Activities that Involve Job Related Unpleasant Environmental Conditions	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Attend the building during inclement weather conditions when general community is excused.	X		
Exterior reviews – grounds, rooftops, in extremes of weather	X		
Evening & Weekend work		X	

Hazards

Describe the types of activities and provide examples that demonstrate the hazards in the day-to-day activities that are required in the job on a regular basis, e.g. chemical substance, electrical shocks, acids, noise, exposure to infectious disease, violence, body fluids, etc. Indicate the activity as well as the frequency of exposure to hazards.

Types of Activities that Involve Job Related Hazards	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Tours around all areas of college and around machinery either noisy, dirty, potentially hazardous in order to examine problems		X	
Working at heights	X		

Frequency:

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Occasional	Occurs once in a while, sporadically.
Frequent	Occurs regularly throughout the work period.
Continuous	Occurs regularly, on an ongoing basis, throughout most of the work period.

Additional Notes Pertaining to this Position:

By its nature the incumbent must attend the building during crisis situations involving various emergencies. Unpleasant or hazardous conditions may apply. 24 hour on call rotation is expected.