



Manager - Downtown Operations (FMD 41461)
Faculty of Creative Industries

Location: London

Employment Group: Admin

Type of Position: Full-time

Salary Range: \$85, 529 to \$106,911 per year

Closing Date: September 19, 2024

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Hybrid Work: This position requires daily on-site presence and is not subject to hybrid work.

Note: Previous applicants need not re-apply for this position. Your previously received application will still be considered.

Note: This is a full-time Administrative position (37.5 hours per week).

Note: This position will be located at 130 Dundas Street, London, Ontario

Duties: Under the general direction of the Dean, Faculty of Creative Industries, the Manager – Downtown Operations, is accountable for the effective operation of labs, classrooms and the facilities by way of procuring and maintaining equipment to support academic and non-academic activities at the Downtown Campus (LDA/LDB).

The incumbent has direct oversight and responsibility for ensuring that the downtown facilities are compliant with all relevant legislation, regulations, codes and standards related to facilities operations. The incumbent, in consultation with the Dean and other Managers in the Faculty, is responsible for lab budget development, all technical supplies and equipment for labs, classrooms, repairs and replacements.

The incumbent supports the provision of equipment to all lab and classroom environments and is the key link with other departments (i.e., Facilities, Security) across the College for the coordinated operation of the LDA/LDB facilities. The incumbent is also responsible for coordinating, designing and auditing health and safety training initiatives for faculty and staff, ensuring compliance with regulations and specialized equipment standards.

QUALIFICATIONS

- Post-secondary 3-year diploma/degree in Project Management, Engineering, Business Management, Supply Chain Management or related discipline

- Minimum 5 years' related, progressive work experience as a lab or facility operations manager
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Experience applying Health and Safety policy/procedures/legislation in a lab or facility environment is required at the point of hire into this position
- Strong skills and experience in, budget planning, forecasting and resource allocation, and project management
- Supervisory experience with strong leadership ability
- Excellent problem-solving, customer service and communication skills
- Mechanical, electrical, electronics or other trades certification/designations (i.e., construction and maintenance) is preferred
- Budget management, Project Management, conflict resolution, problem-solving, leadership and communication skills
- Health and Safety Management, industrial experience and computer skills and knowledge

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.