

**YUKON UNIVERSITY
POSITION DESCRIPTION**

PART I - IDENTIFYING DATA

Position Number: YU _____

Position Title: Manager, Infrastructure & Campus Sustainability

Incumbent: New Position

Division: University Infrastructure

Headquarters: Whitehorse

Supervisor's Name: Sascha Weber

Supervisor's Title: Interim Director, University Infrastructure

Date Description Completed: December 3rd, 2023

Date Description Updated

PART II - SUMMARY (broad statement of why position exists)

Reporting to the *Interim Director, University Infrastructure* the *Manager, Infrastructure & Campus Sustainability* is responsible for supporting the Interim Director by managing operations, staff, and administration of relevant areas within the University Infrastructure division.

This includes planning, monitoring, financial tracking, reporting, communications, and human resource support functions for key areas including: Space Management & Land Use Planning, Campus Sustainability, Infrastructure Projects (renovations and new construction), Lease Agreement administration, Signage/Digital Signage, and Building Assessment (focusing on due diligence for anticipated ownership change). The *Manager, Infrastructure and Campus Sustainability* is responsible for the management of design and construction project delivery and facility renewal including budgeting, scheduling, design coordination, contract management and commissioning.

The *Manager, Infrastructure & Campus Sustainability* works closely with the Interim Director to support realization of the division's strategy, and will develop and implement processes and procedures that stabilize departmental operations and create administrative & operational efficiencies.

A. Duties and Responsibilities

- 1. Major Function - the most important activity or responsibility required (describe what is done, why it is done, and how it is done):**

The *Manager, Infrastructure & Campus Sustainability* will support the operation and administration of the University Infrastructure Division by:

- a) Overseeing personnel management in the department, including recruitment, retention, training and development, performance evaluation, supervision and conflict management;
- b) Developing and implementing departmental workplans;
- c) Employing project management best practices and methods to ensure work is planned and executed to meet applicable University standards, quality, code, regulatory and stakeholder requirements

- d) Developing and recommending changes to new and existing departmentally relevant policies and procedures, including regular reviews of relevant policies and procedures;
- e) Preparing and monitoring budgets associated with the operation of the department, and advising on other budgets as requested by the supervisor;
- f) Developing and implementing appropriate records management processes for the unit;
- g) Supporting the *Interim Director* in developing and maintaining an annual planning and reporting cycle for the Unit;
- h) Leading the Unit's external communications and outreach initiatives;
- i) In consideration of the University's commitment to the safety and well-being of all faculty, support staff, students, and visitors, ensures design of University facilities and departmental activities are compliant with all applicable legislation, regulations, codes and standards related to facilities operations as well as occupational health and environmental safety;
- j) Identifying and recommending actions to address process and policy barriers that deter growth and opportunity associated with the mandate of the department, and implementing those actions where appropriate;
- k) Developing and maintaining service level standards to monitor the delivery of departmental services;
- l) Identifying and implementing opportunities to enhance the indigenization of departmental activities and processes;
- m) Collaborating with other YukonU departments and units to provide opportunities to support the delivery of the department's mandate;
- n) Managing projects and departmental programs & services;
- o) Administering the YukonU Sustainability Committee;
- p) Assisting in developing budgets and project plans based on available financial resources and priorities
- q) Preparing comprehensive schedules and identifying/managing critical path milestones (CPM);
- r) Developing plans to implement and review CPM processes and practices on a regular basis for continuous quality improvement
- s) Coordinating a technical team of both internal and external professionals in the areas of project and scope definition, design, planning, procurement, contract management and commissioning of construction projects
- t) Supporting development of cost estimating best practices;
- u) Managing and maintaining official project records to include budgets, schedules, submittals, specifications, operating & maintenance (O&M) manuals, drawings, and photos

- v) Supporting the continuous improvement of, and adherence to, campus standards for design, equipment, furnishings, space usage, etc.

Approximate percentage of job time above functions are performed: 60 %

2. Other Principal Activities, in order of importance (describing for each what, why, and how, an approximate percentage of job time required, rounded off to the nearest 5%)

The Manager, Infrastructure & Campus Sustainability will support the *Interim Director* in meeting key requirements of their position, including:

- a) Taking a lead role in identifying, implementing and streamlining the application of standardized tools to administer departmental data and work assignments;
- b) Developing and updating an annual operating plan for the Unit;
- c) Providing recommendations to YukonU leadership on opportunities related to department administration, growth and development, and strategic YukonU priorities;
- d) Researching and recommending enhanced departmental management and communications strategies and processes in support of departmental activities;
- e) Supporting administrative and operational processes of the Unit, including travel, training, professional development, meeting logistics, purchasing and other related duties as assigned by the *Interim Director*;
- f) Serving on YukonU committees and groups to provide advice and expertise related to strategic growth and development;
- g) Assisting with and supporting University Infrastructure strategic planning and optimization for deferred maintenance/capital renewal and new capital investment efforts, addressing stewardship responsibilities and sustainability of the University's facilities and associated infrastructure;
- h) Actively participating in health and safety and incident prevention by establishing, adhering to and ensuring assigned support staff are following departmental policy, procedures and safe work practices required by the University health, safety, and environmental management system (HSEMS), and in accordance with relevant health and safety legislation, developing and enhancing a safety culture among support staff;
- i) Supporting management of contractor safety performance and compliance with established department and industry standards;
- j) Coordinating with the University's Safety & Security Services Office to ensure procedures and protocols are adhered to with respect to Designated Substances
- k) Ensuring compliance with applicable acts and standards within assigned area and projects (Environmental Protection Act, Fire Protection and Prevention Act, Occupational Health and Safety Act, Construction Act)

Approximate percentage of job time above functions are performed: 30%

3. Examples of Additional Divisional Activities which may be performed:

- a) Participating in working groups, advisory groups, or other committees at the direction of the *Interim Director*;
- b) Participating in management and/or staff meetings of YukonU departments as required;
- c) Attending meetings hosted by partner and stakeholder organizations of the Unit to provide information and engage in collaborative planning;
- d) Other related duties as assigned.

Approximate percentage of job time above functions are performed: 10%

4. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:

One year

B. Problem-solving and decision-making

1. a) List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with in order to perform the position's functions:

- a) Yukon University Strategic Plan and other strategic guidance document (e.g. Academic Plan, Research Plan)
- b) Yukon University Policies and Procedures
- c) YukonU procurement guidelines and Processes
- d) National Building Code
- e) Funding agreements and policies of relevant funding agencies
- f) Yukon University Collective Agreement
- g) Yukon University Act
- h) Occupational Health & Safety regulations
- i) Development Permit and Building Permit guidelines & procedures - City of Whitehorse
- j) Development Permit and Building Permit guidelines & procedures – Yukon Government of

b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.

Yes, the position is responsible for interpreting and administering the above in order to manage renovation/construction projects, supervise employees, and ensure proper safety and procurement processes are followed.

2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom

Interim Director – budget requirements for the Unit, required and recommended administrative procedures, policy and operating guideline recommendations and required changes, partnership opportunities.

b) Who normally makes the final decisions with respect to those recommendations?

Interim Director

3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.

- a) Submission of funding applications and narrative reports to funder(s)
- b) Establishment of day-to-day priorities for staff in the Unit
- c) Contractual arrangements for services required, including communications, training, etc.
- d) Decisions as specified in delegation of authority (finance, human resources)
- e) Solutions to address daily issues as they arise within the Unit

b) What is the direct impact of those decisions?

- a) Level of effectiveness of Unit and quality of service
- b) Credibility of Unit with external partners and funders

C. Freedom to Act

1. Describe the way in which this position receives direction:

On-going discussions with supervisor

2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?

As per Section B 1(a)

3. How is the work of the position normally checked or evaluated?

- a) Informally through feedback from Supervisor and colleagues
- b) Formally through annual performance reviews with Supervisor

4. What types of decisions are normally referred to the supervisor? (Give examples)

- a) Expenditures greater than authorized spending authority
- b) Politically or reputationally sensitive issues
- c) Hiring decisions for permanent or long-term staff
- d) Decisions to enter strategic relationships or partnerships with external organizations

D. Financial Accountability

1. a) **Annual Budget (for unit under the direct control of the position):**
Fiscal year: 2021/2022

Annual payroll:	\$350,000
O/M Budget (excluding payroll):	\$100,000
Capital Budget (excluding payroll):	\$200,000 - \$1,000,000
Revenues:	\$0
Recoveries:	\$0

- b) **Who prepares this budget?**

The Interim Director prepares a draft annual budget in collaboration with Yukon University finance staff.

- c) **What is this position's accountability for budget once allocated?**

The *Manager, Infrastructure and Campus Sustainability* is responsible for approving expenditures within their delegated financial authority and making recommendations to the Interim Director for all expenditures above their delegated authority.

- d) **Does position have authority/ability to reallocate resources? (describe)**

Yes, within financial operating guidelines established by the Interim Director and Yukon University

- e) **Signing authority levels:**

As per University policy.

2. **Other expenditures or revenues influenced by this position and how.**

E. Management Supervision of Human Resources

 1. **No direct supervisory duties.**

 x 2. **Supervisory duties.**

- a) **Number of positions supervised directly:**

Permanent	<u> 0-3 </u>
Aux/Casual	<u> 1-6 </u>
Term	<u> 0-3 </u>

b) Nature of supervision: (check any of the following supervisory tasks that are to be performed on a regular basis):

a)	<input checked="" type="checkbox"/>	Show colleagues how to do tasks
b)	<input checked="" type="checkbox"/>	Train other employees in work procedures
c)	<input checked="" type="checkbox"/>	Assign work and review for quality/quantity
d)	<input checked="" type="checkbox"/>	Establish work priorities and schedules
e)	<input type="checkbox"/>	Change duties and responsibilities
f)	<input checked="" type="checkbox"/>	Participate with supervisor in employees' performance evaluations, <u>or</u> formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
g)	<input checked="" type="checkbox"/>	Recommend appointment or rejection upon completion of probationary period
h)	<input checked="" type="checkbox"/>	Interview employees with attendance or performance problems
i)	<input type="checkbox"/>	Act as first formal step in the grievance procedure
j)	<input checked="" type="checkbox"/>	Interview candidates for vacant positions in the unit
k)	<input checked="" type="checkbox"/>	Give opinion to supervisor on selection of new employees, <u>or</u> make final decision on selection of new employees
l)	<input type="checkbox"/>	Other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor.	Receive direction	At least weekly
Project Staff	Indirect supervision and advice	Daily weekly
Administrative Staff	Information exchange	Daily
University Staff	Information exchange	As required
Government Officials	Information exchange	As required
Private Industry/other	Information exchange	As required
Professional Colleagues	Information exchange	As required

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Percentage of Time</u>
Computer/e-mail/Internet systems/AV equipment	Data entry, communications, report preparation, etc.	60%
Office Equipment (photocopier, fax, etc.)	Reproductions and communications	5%
Telephone/voice mail systems	Information exchange	5%

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
AV/Research material	5 kg	5%
AV equipment	10 kg	5%

- b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>Percentage of time</u>
Sitting	75%
Walking	10%
Standing	10%
Driving	5%

- c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Not applicable.	

- d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Not applicable	

- e) Interpersonal Conditions: Check any of the following conditions, which are normal and expected in the job and give examples:

	High level of dissatisfied clients
	High level of emotional clients e.g. students having financial/personal problems
	Potential physical abuse from clients
x	Regular critical deadlines e.g. short notice on workshop/travel schedules requiring booking of vehicles, obtaining supplies, payroll, hiring of contract employees, high level of irregular critical deadlines
x	Constant interruptions e.g. telephone and walk in clients
	Instructions from more than one source e.g. instructions from Director and division staff
x	Students or staff under work related stress e.g. students in financial/personal problems

Examples in support of above:

- f) Travel Required

a)	average number of trips annually	3-4
b)	average number of days per trip	2-5
c)	average distance per trip	500-3000 km
d)	most frequent mode of transportation	driving, flying

I. Organization Chart

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Interim Director, University Infrastructure

Classification Level:

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: **N/A**

Classification Level

SUBJECT POSITION TITLE: Manager, Infrastructure and Campus Sustainability

SUBORDINATE POSITIONS:

Title: Senior Advisor, Campus Sustainability

Classification Level:

Title: Senior Advisor, Geospatial Support Services and Space Planning

Classification Level:

PART III – SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

.....
Dean/Director or Designate

Date:

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

.....
Incumbent

Date:

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

Relevant university education in Engineering, Architecture, or similar field; a combination of relevant post-secondary experience and work-related experience could be considered equivalent

Minimum five (5) years demonstrated experience managing multiple complex construction projects within a major building sector, such as post-secondary institution, hospital, commercial, mixed-use/multi-unit residential, etc.

A. Minimum Knowledge, Skills, and Abilities Required

- Knowledge of the theory, principles and practices related to building design, construction, architectural and engineering principles
- Up to date knowledge of applicable Building Codes, Accessibility Design Standards, Sustainability best practices, Construction Act, Municipal by-laws and other relevant Standards, Acts and Regulations
- Excellent organizational and time management skills
- Knowledge of and demonstrated core competencies including customer service, communication, team work, initiative/self-management, accountability, and adaptability
- Proven project and contract management skills and ability to effectively monitor contractors, consultants, evaluate work in progress and identify/resolve deficiencies
- Communication and negotiation skills to effectively interact with University staff, consultants, contractors, external agencies and stakeholders
- Ability to manage and coordinate multiple projects with varying resources and conflicting/competing timelines
- Ability to produce status reports, prepare presentations, and communicate clearly both verbally and in writing
- Computer literacy utilizing MS Office software applications
- Ability to engage with stakeholders and effectively manage their expectations as well as gather stakeholder requirements as needed
- Demonstrated interpersonal and communication skills including the ability to effectively communicate complex ideas to a variety of audiences
- Experience with project management, including developing and managing budgets
- Community engagement, communications and public outreach experience
- Ability to establish and maintain effective working relationships with a variety of government, non-government and academic organizations, including Indigenous organizations
- Demonstrated ability in building teams responsible for project management
- Demonstrated ability in strategic planning including setting and achieving goals
- Experience with Human resource management and staff supervision, including recruitment, hiring and performance management.
- Education and/or work experience in environmental sustainability/conservation or environmental engineering are considered an asset
- Demonstrated working knowledge of ESRI Arcview GIS/GIS Indoors is considered an asset
- Knowledge of green building standards such as LEED, Energy Star Certification, BOMA BEST Sustainable/Smart, and Zero Carbon Building Standards are considered an asset

B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.

Project Management Professional (PMP) designation is an asset

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the

PART V – UNIVERSITY SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....
Director, Human Resources Services

.....
University President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results: Knowledge and Skills: Accountability: Mental Demands: Working Conditions: Total Points: Pay Level:
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