

## Facility Manager (KEMH) Bermuda

Our client, **Black & McDonald (Bermuda)** is seeking applicants for the position of Facility Manager (KEMH) Bermuda.

This position is based on site in Bermuda (King Edward Memorial Hospital), reports directly to the Black & McDonald FMO Operations Manager, in the Nova Scotia Office and is responsible for the overall administration of building or facility maintenance in accordance with contract specifications. He or she will oversee staff, employee performance, facility operations, and effectively monitor facility adherence to health, safety, and environmental regulations.

### Our Company

In 1921, William J. McDonald and William R. Black formed Black & McDonald Limited, a partnership to engage in residential wiring. Throughout the years, Black & McDonald has remained a family-owned business with an uncompromising commitment to the founder's principles of delivery as promised and fairness to all.

The company has followed a planned course of diversification and expansion, combining growth and financial stability with ongoing investment in our people, and a willingness to pioneer new business opportunities and directions.

Black & McDonald is an integrated, multi-trade contractor providing electrical, mechanical, utility and maintenance services to government, industrial, commercial and institutional markets.

Currently, Black & McDonald operates across Canada and the United States. The company has over 4,000 employees working out of a network of more than 20 offices.

### Main Duties

- To plan, in conjunction with the Department Manager, and/or Operations Manager, and execute contracts in accordance with Corporate Policy
- Build and maintain customer and supplier/vendor relationships
- Supervise the activities of subcontractors and subordinate staff
- Oversee the coordination of building space allocation and layout, communication services, and facility expansion (as required)
- Plan budgets and schedule facility modifications, including cost estimates
- Initiate planned maintenance programs for a variety of office equipment
- Responsible for preventive maintenance of facility equipment, including HVAC, office equipment, etc.
- Oversee maintenance of facility
- Assist with the development of and administer annual budget as per contract specifications
- Adhere to health, safety, and environment policies and programs
- Assist and oversee the implementation of quality control programs
- Prepare work reports and issue to Department Manager and/or Operations Manager
- Review contract for areas of risk and correct deficiencies
- Manage facility personnel which includes the following:
  - Develop and monitor the Maintenance Employee's Schedule
  - Review/Approve Weekly Payroll
  - Adhere to the Corporate HR Tool Kit and Policies
  - Adhere to Corporate Safety Manual and Incident Reporting
  - Schedule Employee vacation days; track hourly employees and send salary employee requests to Division Manager for approval
- Manage and review Minor Works Projects
- Perform Daily site walk through and conduct a minimum of one weekly inspection of active worksite
- Review work orders to determine appropriate classification
- Review facility contract billing
- Attend required Client Operations Meetings
- Liaise with Client Management team as required to ensure appropriate levels of interaction, service levels and communication between the Facilities teams.
- Pursue business development opportunities for Black & McDonald within the contract with the client.

### Competency Requirements (Advanced to Expert Level)

- Change Orientation
- Communicates Effectively
- Continuous Learning
- Customer Focus
- Holds Self and Others Accountable
- Problem Solving and Innovation
- Teamwork and Collaboration
- Values and Respects Others
- Coaches and Develops
- Maximizes Business Performance and Team Effectiveness
- Strategic Perspective

### Employment Requirements

- Secondary diploma or degree in engineering, business administration, technical field, or similar area of study (or equivalent facility experience and knowledge)
- 10 years of experience in managing a facility in a hospital and/or P3 environment
- Effective leadership skills with a strong focus on facility and business processes
- Safe Work Practices
- Competency in basic computer skills, including Microsoft Office applications
- Contract Management

Interested applicants should apply in confidence to:

Ontru: Human Resources

9 Par-la-Ville Road (3rd floor) Hamilton HM11

Email: [hr@ontru.bm](mailto:hr@ontru.bm)

**All applications must be received no later than  
March 19, 2015**