




Renovations Logistics Specialist

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Fixed-term professional opportunity sought for Faculty of Agricultural & Environmental Sciences, located in Ste-Anne-de-Bellevue (Macdonald Campus).

Position Summary:

Act as key player in the planning, management, implementation and completion of the Faculty's deferred maintenance and renovation projects.

Primary Responsibilities:

Participates in Campus, faculty and departmental level physical planning meetings. Monitors project timelines and milestones to evaluate progress and recommend corrective action if needed.

Represents the faculty's and units' position and acts as link between FMAS-Project Management Office, Campus Planning and Development Office, external professionals, with researchers and unit end-users.

Aids in identifying appropriate swing space for each phase of a project. Plans and prioritizes moves into these spaces. Assesses and coordinates research equipment inventory to optimize the use of available space. Provides guidance and technical support to identify solutions to space limitations and/or conflicting needs.

Collaborates with researchers and building directors to ensure each researcher's needs are addressed in plans for relocation to swing space. Prepares comprehensive documentation on a lab-by-lab basis to ensure a smooth relocation and to minimize disruption to normal operations.

Coordinates logistics of temporary service shutdowns; ensures communication related to planning and execution of renovations and space allocation to interim locations.

Ensures that FPO, EHS and other safety regulations and policies are respected throughout all phases of renovation projects.

Compiles and presents verbal and written updates to unit heads, building directors and affected building occupant groups. Prepares project progress reports as required.

Performs administrative duties related to project planning, coordination and implementation, including provision of advance notice of impact on occupants' working conditions, as required under collective agreements.

Other Qualifying Skills and/or Abilities

Undergraduate degree in engineering, project management, or in scientific research. Master's degree, an asset. Demonstrated experience in facilities-related project management. Problem solving, negotiation and priority setting skills. Focused and goal-oriented with a high level of initiative, organizational skills, and capacity for judgment. Must be client focused and possess excellent interpersonal and communication skills, with ability to interact with diplomacy with wide range of stakeholders. Ability to work under pressure and orchestrate multiple activities/concurrent projects in order to meet specific deadlines and commitments. Strong team player, capable of rallying internal stakeholders to common planning goals and objectives, in a mutually respectful manner, and ultimately achieving strong buy-in and satisfaction. Extensive experience and knowledge of infrastructure needs and safety concerns impacting laboratories, ideally in an educational institution. Familiarity with mechanical & electronic equipment, computers or machines, or equipment used for biological, biomedical or chemical research taking place in laboratories. Ability to document and report on multiple activities/projects in order to meet specific deadlines and commitments. English & French, spoken and written.

Minimum Education and Experience:

Bachelor's Degree 3 Years Related Experience /

Annual Salary:

(MPEX Grade 05) \$69,430.00 - \$86,790.00 - \$104,150.00

Hours per Week:

33.75 (Full time)

Supervisor:

Director Administration

Position End Date (If applicable):

2024-08-31

Deadline to Apply:

2023-07-16

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