

Raytheon Canada Limited

At Raytheon Canada Limited, we are committed to both our customers and employees. Our division provides Mission Support, servicing the defence, security and aerospace sectors with a broad range of high technology products and services. You will be part of a valuable team that allows you to be challenged and offers unique opportunities, working on projects that are making a positive impact on our world. Raytheon Canada offers competitive salaries and a comprehensive benefits package.

Facilities Manager

We are currently seeking a Facilities Manager who is responsible for the management of the physical facilities of Raytheon Canada Limited, Services and Support Division (RCL-SSD).

Responsibilities

- Act as the Company Asset Protection Coordinator, to ensure that all fire protection systems, generators, fire doors, electrical systems, security systems, etc. are operational to protect all company and customers' assets.
- Work closely with the EH&S department to ensure that all hazards (as they relate to facilities) are identified, corrected and monitored to ensure the safety of employees and assets.
- Work closely with Supply Chain Management (Procurement) to ensure that appropriate subcontracts/purchase orders are in place with contractors approved under the EH&S Contractor Safety Program.
- Review standards and policies (as they relate to facilities) to ensure compliance.
- Assist in the evaluation of new equipment, processes, and facility upgrades to ensure compliance with government, corporate and EH&S requirements.
- Oversee day-to-day facility maintenance which includes fault identification, contact and liaison with contractor companies (initially through Supply Chain Procurement), contractor on-site supervision and coordination, and minor facility repairs.
- Management of site floor plans and office move coordination as well as new hire work space requirements. This will include facility upgrades and capacity improvements.
- Maintain coordination of budget dollars with the facility budget owners for all buildings. This includes verifying account numbers and keeping the budget owners aware of the dollars being spent on facility repairs.
- Assist in the preparation of Appropriation Requests (AR's) for facilities as required by gathering required information and coordinating quotes and drawings for the submission of the AR.
- Oversee the Hot Work Program, Sprinkler Red Tag Permit program and Facility Lock-out Program. Ensure that all Systems are properly secured by contractors prior to the repair of any system.
- Assist in the monthly EH&S inspection program and attend the monthly EH&S meetings as the facilities representative.
- Participate as required in Capture/Proposal effort as the subject matter expert for facilities requirements as needed.
- Conduct training in various safety training programs.

Skills/Experience

- A minimum of 5 years experience in increasingly responsible roles in facility management.
- Participation in seminars, training or courses on facility management and/or security.
- Experience in asset protection/security with an understanding of physical safeguards, hierarchy of operational zones and general security.
- A working knowledge of general building and electrical codes relating to facilities operations.
- High attention to detail and accuracy.
- Excellent communication skills, both oral and written, and interpersonal skills for dealing with internal and external customers.
- Excellent organizational abilities.
- Strong Negotiation Skills.
- Ability to multi-task in order to progress tasks on several fronts at once.
- Must be computer literate with the use of related software such as Word, Excel, Lotus Notes, PowerPoint and Microsoft Project.
- Knowledge of governmental security requirements under CISSD is desired.

Other information:

- Only those selected for an interview will be contacted.
- Interviewed candidate will be required to successfully complete a criminal reference check and pass a security clearance check to a secret level through the Canadian Government.

Please forward your cover letter and resume stating file number W2010-020 to:

Raytheon Canada Limited
Attn: Human Resources
919 72nd Ave, N.E.
Calgary, Alberta
T2E 8N9
Email: HR@Raytheon-ssd.com
Fax: (403) 295-6682

Raytheon Canada Limited is proud to be an equal opportunity employer.