



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Manager of Facilities

(Job ID#2019.57T)

Department: Recreation & Cultural

Division: Recreation Services

Location: Civic Centre

Status: Temporary Full-time (June 2019-June 2021)

Number of Positions: 1

Salary Range: \$85,192.00 to \$105,237.18

Date Posted: April 11, 2019

Date Closing: April 25, 2019

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Responsible for the overall management and strategic planning for the Facilities Division including maintenance, asset management, health & safety regulations and applicable regulatory standards of pool, arenas and other facilities.

For full details, please see attached job description.

Minimum Qualifications:

Diploma in Facilities Management or Engineering Technology from an accredited College or equivalent combination of relevant education and experience; PMP Designation or eligibility for same.

How to apply:

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2019.57T** in the subject line. Please apply in confidence by **April 25, 2019** to careers@georgina.ca.

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

We thank all candidates for their interest, however only those being considered will be contacted.

JOB DESCRIPTION

Title:	Manager of Facilities	Position #:	NU89
Department:	Operations & Infrastructure	Division:	Facilities
Date Created:	November 2018	Revision Date:	
Reports To:	Director of Operations & Infrastructure	Job Grade:	7
Direct Reports:	Facility Supervisors; ROC Superintendent; Facility Maintenance Supervisor.		
Indirect Reports:	None		
Employee Group:	Management		

(CUPE 905.03 CUPE 905.13; GPPFA; Non-Union; Management; Seasonal; Sessional; Temporary; Student)

Position Summary

Responsible for the overall management and strategic planning for the Facilities Division including maintenance, asset management, health & safety regulations and applicable regulatory standards of pool, arenas and other facilities.

Responsibilities

Operations Functions

- Responsible for day-to-day operation and maintenance of all Town Facility infrastructure.
- Responsible for all related reactive, predictive and preventative maintenance of all active and passive infrastructure elements.
- Responsible for all related procurement, contract and vendor management in accordance with the Town of Georgina procurement policy and standards.
- Integrates modern practices to maximize the efficiency/effectiveness of the operation and utilizing of financial tools and resources.
- Develops and coordinates long term area refurbishment programs/routine/non-routine and mandatory maintenance programs for both preventative and corrective maintenance work within available budget.
- Oversees the preparation of work schedules on a daily, weekly and annual basis.
- Implements and/or makes recommendations for operational changes and/or improvements.
- Ensures policies, procedures and initiatives are aligned with legislative guidelines and directs the implementation of Council approved policies and procedures.
- Manages the implementation of short and long term strategies in the area of asset management, maintenance programs, facility operations, energy and engineering management services.
- Manages, directs and oversees construction/renovation contracts for facility projects including design development, preparing and coordinating the preparation of tender specifications, bid/tender analysis, and associated reports.
- Performs evaluations and makes recommendations on operational changes and/or continuous improvement in accordance with adopted corporate objectives.
- Performs regular site inspections of facilities and buildings to evaluate quality and scope of work being performed by staff and takes action necessary to ensure standards are maintained and work is completed.

Strategic Planning

- Advises and assists the Director in long range and strategic planning and the preparation of processes, policies and procedures.
- Analyses community need for facilities and buildings, including future trends and demographic information.

Finance and Budget Planning

- Prepares, recommends and implements annual operational and capital budgets in collaboration with Senior management Team
- Manages the purchase of required supplies, equipment and contracted services including preparing requisitions and/or purchasing within budget.
- Identifies grants and sources of funding, including partnerships, pertaining to facilities and other construction and development projects, prepares proposals for approval and administers approved funding.
- Authorizes accounts for payment; monitors and analyzes revenues and expenditures and regularly reports/makes recommendations to Director on actions to meet budget requirements.
- Liaises with Hall Boards to review and implement annual operating and capital budgets and ongoing Hall operations and maintenance.
- Monitors and administers approved divisional budget and authorizes payment of accounts.

Liaison, Communication & Customer Service

- Responds to inquiries and/or resolves concerns from building and facility users, general public, community groups, Members of Council and staff related to Facilities Division.
- Develops and implements customer service strategies to maintain a high level of customer satisfaction.
- Proactively develop relationships with contractors, consultants, engineers and other stakeholders to facilitate the delivery of outsourced services and contract agreements.
- Acts as a Town representative on various committees, workgroups and task forces.
- Prepares reports for, and attends meetings of Council, Committee, community group, public and/or other meetings as necessary.

Human Resources Management

- Directly and indirectly manages union and non-union staff, including conducting performance reviews, planning, training, development formulation, problem solving/dispute resolution, discipline, safety, and hiring/ promotion/ transfer/succession planning and termination decisions.
- Motivates, mentors and coaches divisional staff ensuring alignment with corporate vision mission and values.

Health & Safety

- Ensures employees are trained on and practice safe program delivery, operation of equipment, materials handling, and safe workplace practices.
- Ensures division staff is trained to respond appropriately in emergency situations; that documented procedural information is available, and that necessary reports/follow-up to such incidents are completed.
- Ensures adherence to legislative requirements such as the Building Code, the Fire Code, the Municipal Act, Ontarians with Disabilities Act, the Occupational Health & Safety Act and relevant legislation governing and/or pertinent to service delivery.
- Applies knowledge of the Workplace Health & Safety Policy and relevant Occupational Health and Safety legislation to ensure a safe and healthy workplace through the regular inspection of the workplace for deficiencies; takes corrective action has been taken whenever deficiencies are identified; conducts accident/incident investigations and prepares reports and summaries as necessary; conducts regular safety meetings.

- Ensures compliance of the Occupational Health and Safety Act and other applicable legislation
 - Enforces the Town's Health and Safety Program, procedures and best practices.
 - Implements, conducts, and ensures due diligence of all health and safety matters including but not limited to training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications

Education and Training:

- Diploma in Facilities Management or Engineering Technology from an accredited College or equivalent combination of relevant education and experience.
- PMP Designation or eligibility for same.

Experience:

- Five (5) years' progressive experience in a municipal environment with knowledge of core and non-core asset facilities, arenas and pools.
- Experience in construction management.

Knowledge:

- Thorough working knowledge of facility planning, design, maintenance and project/construction management including surveying and drafting and the ability to read and interpret construction drawings.
- Knowledge of construction management, life cycle costing, relevant codes and regulations, environmental and energy conservation principles.
- Thorough working knowledge of all related codes, legislation, laws, acts, regulations, etc.

Competencies:

- Strong analytical and business management skills including budget development and control.
- Excellent interpersonal, public relations, organizational, and customer service skills inclusive of presentation experience.
- Demonstrated experience and knowledge of the Occupational Health and Safety Act and Regulations.
- Availability to work evenings and/or weekends and respond to emergencies.
- Valid Class 'G' Driver's licence and reliable vehicle to use on corporate business.
- Driver's Abstract in good standing required to operate Corporation vehicles.

Physical Demands and Working Conditions

- Normal office condition.
- Requirement to travel to various sites.