

**King is Hiring
Manager of Facility Services**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused on providing superior customer service, quality programs and services, progressive leadership, responsible management, and staff that is empowered to achieve personal and organizational excellence in the delivery of municipal services.

The Facility Operations division provides the Township of King with expertise in four key areas: leadership; maintenance and property management, facility asset management, and energy management. Under the general guidance and direction of the Director of Community Services the Manager of Facility Services is responsible for the safe and efficient operational needs of the facilities division, and is responsible for the following:

- Provides leadership and guidance on the day-to-day operations and maintenance of municipal buildings including scheduling, workflows, facility operations and oversight of Lead Hands and their applicable duties.
- Ensures facility operations comply with Fire, Technical Standards and Safety Authority, Occupational Health and Safety Act, Ontario Public Health, Accessibility for Ontarians with Disabilities Act, Ontario Building Code, etc.
- Regularly reviews and evaluates the division operations and service delivery methods/processes with a view to benchmarking productivity, improving, streamlining, and updating practices.
- In conjunction with the Climate Change Coordinator, coordinates an energy management program and maintains related records; recommends equipment purchases and/or upgrades to maximize energy resources.
- Administers lease agreements utilizing long-term building and property development and improvement plans to maximize building and property occupancy.
- Authorizes small contracts and payments, regularly monitors and reports on assigned budgets and ensures division resources and responsibly managed.
- Performs other duties that are in accordance with the position.

The successful applicant will possess:

- Completion of formal academic training at a community college or professional organization in recreational facility operations and maintenance or a combination of significant demonstrated experience and education.
- Certified Pool Operator (CPO) or equivalent suitable to the Township.
- Refrigeration Class "B" license or equivalent suitable to the Township.
- Minimum 5 to 7 progressive experience in recreational facility operations, maintenance, and construction, including a minimum of three years in a leadership role.
- Demonstrated knowledge of building systems, fire and building codes, electrical, plumbing, energy management, refrigeration, pool filtration, HVAC, and other associated systems.
- Computer software including Microsoft Office Suite, building automation and energy management systems, and other related corporate software applications.

Yearly wage range: \$103,321 - \$126,089 (2021 Rate)

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy ADM-POL-163, COVID-19 Vaccination. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. To maintain ongoing fully vaccinated status, the successful candidate must also receive each dose/booster that may be required or recommended by Public Health. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

Qualified candidates are requested to forward their resume by **December 15, 2021 by 4:30pm** to:

Human Resources
2585 King Road
King City, Ontario
L7B 1A1
E-Mail: hr@king.ca

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.