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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Manager, Facilities Management

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$117,561.86 to \$146,952.33

Closing Deadline: January 13, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Director of Community Services, the Manager of Facilities Management is responsible for the operation, maintenance, capital and asset management of all municipally owned buildings including administrative buildings, recreational, cultural and operational facilities.

Responsibilities

- Oversees the management of multiple programs and capital projects from conception to implementation.
- Oversees the coordination between booking department staff, and client user group needs to provide necessary facility support and set up.
- Responsible for staff supervision, training and development, and compliance to all legislative and regulatory requirements related to facility management.
- Develops and reports on multi-year capital and operating plans, annual operating and capital budgets, and administers budget allocation including purchasing approved supplies and equipment.

Qualifications

- Possesses a post-secondary education in facilities management, engineering, or architecture or related Trades education or a combination of education and demonstrated experience.
- Related experience in the planning, design, project management, construction and renewal of municipal facilities, including proven management supervisory experience.
- Proven experience of building systems, including HVAC, electrical, plumbing, life safety, and various control and computerized systems.
- Knowledge of project management principles and practices including knowledge of building construction, methods, and costing, mechanical, electrical and maintenance practices, together with good knowledge of the Ontario Building Code, Engineering standards and specifications within various trades.
- Demonstrated Facility Management experience through 5-7 years in a public sector environment, and supervisory experience in a unionized setting.
- Project Manager Professional (PMP) designations is an asset.
- Ability to deal effectively with Council, staff, other departments/levels of government, contractors, architects, community groups/organizations, program participants, facility users, and the general public.
- Excellent organizational, project-management, analytical, interpersonal, communications, problem solving, financial and budget management, and supervisory skills.
- Available to work flexible hours as may be required for evening meetings, facility supervision and/or special events and possess a valid Class G Driver's Licence and reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** and **Drivers Abstract** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.