



## **Career Opportunity – Internal/External Posting**

### **Manager of Facilities Community and Development Services**

#### **Position Summary:**

Reporting to the Director of Community and Development Services, the Manager of Facilities position plays an integral role in aligning the functionality and condition of facilities with the longer-term strategic vision of the Municipality, ensuring that facilities support the community's changing needs. Tasked with the oversight of municipal facilities, this role requires a balance of technical proficiency, strategic planning, and leadership abilities. This position oversees the facility maintenance, capital replacement projects, and energy management of all municipal facilities. This includes strategic leadership, regulatory compliance, and ensuring the efficient and sustainable operation of facilities such as the Nature Fresh Farms Recreation Centre (NFFRC), the Municipal Building, Leamington Marina, Public Works, Pollution Control Centre, Library Facility, Art Gallery, Leamington Court Building, Ontario Provincial Police Leamington Detachment Building, Fire Hall, and other municipally owned properties. This position will lead a team of facility staff to ensure the delivery of high-quality services that are aligned with organizational goals.

#### **Key Responsibilities**

- Develop and implement long-term plans for facility operations, maintenance, energy management strategies, and assessing lifecycle needs, and capital improvements.
- Establish and manage performance metrics to evaluate the effectiveness of facility operations and projects.
- Direct and critically evaluate Building Condition Assessments and lifecycle management strategies.
- Provide strategic direction on energy management initiatives to ensure sustainability and cost efficiency.
- Oversee and assist supervisors in managing daily facility operations.
- Develop and implement appropriate programs, policies and procedures for all facets of facility operations.
- Development, implementation and upkeep of preventative and predictive maintenance programs.
- Manage all municipal facility construction projects, including the public tender process, consultation meetings, on-site reviews, and final acceptance.

- Prepare Request for Proposal documents for various functions including facility construction, renewal, redevelopment and operational services. Monitor process, organize evaluation process and prepare reports of recommendation.
- Oversee major repair and replacement projects, ensuring timely and cost-effective delivery.
- Act as the primary point of escalation for complex facility issues and emergencies.
- Implement and/or ensure compliance with agreements, including but not limited to construction, consultants, service levels, maintenance agreements, service agreements, leases and funding agreements.
- Develop and manage operating and capital budgets for all municipal facilities.
- Ensure ongoing lifecycle costing and service delivery needs are being met including the monitoring of all ongoing expenditures.
- Prepare project estimates to be included in annual budgets.
- Maintain the Asset Management Program for the Facilities division in coordination with Finance.
- Monitor expenditures, ensuring alignment with approved budgets and financial goals.
- Provide input on procurement and tender processes for facility projects, ensuring compliance with municipal policies.
- Ensure all facilities comply with applicable legislation, including the Occupational Health and Safety Act, Building Code, and other relevant regulations.
- Oversee inspections, audits, and reporting for regulatory compliance.
- Coordinate with external agencies and stakeholders on compliance-related matters.
- Lead and mentor facility staff, fostering a culture of teamwork, accountability, and professional growth.
- Responsible for direct leadership, recruitment, training, supervision, discipline, and performance appraisals of supervisory staff, and overall responsibility for part-time and full-time staff.
- Develop staffing plans to ensure adequate coverage and skill levels for facility operations.
- Establish, collaborate, and maintain working relationships with other municipal departments, external contractors, the public, and stakeholders to align facility operations with community needs and organizational goals.
- Provide technical expertise and coordinate with other municipal departments concerning operating issues, new development, and capital projects.
- Prepare and present Council reports on various facility-related matters, as required.
- Act as a representative for municipal facilities in public forums, council meetings, and community events, as required.
- Oversee the management of unoccupied buildings, including maintenance, security, and potential resale or demolition.
- Drive innovation and continuous improvement in facility management practices.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

**Qualifications, Knowledge and Skills:**

- Bachelor's degree in engineering, facilities management, business administration, or equivalent and/or experience in a related field.
- A professional designation such as Certified Facility Manager (CFM), Facilities Management Professional (FMP), Sustainability Facility Professional (SFP) credentials, or equivalent is preferred.
- ORFA professional designation would be an asset.
- Certified Municipal Manager would be an asset.
- Minimum of seven years of progressive experience in facility management or a related field, with a demonstrated track record in managing public or large-scale facilities with at least three years in a senior leadership or managerial role.
- Proficient in computer applications in a Microsoft Windows environment, including computerized facility maintenance management systems. Experience with building automation systems (BAS).
- Experience in project management, lifecycle planning, sustainable practices and energy-efficient operations.
- Experience managing in a unionized environment, including collective agreements, grievance resolution, and labour relations, is an asset.
- Extensive knowledge of structural engineering and technical systems, including HVAC/mechanical systems, refrigeration, plumbing and electrical systems, fire safety systems, elevators, and preventative maintenance programs.
- Strong knowledge of provincial and municipal regulatory requirements, including Ontario Building Code, TSSA, Ministry of Labour, Public Health, and fire safety standards.
- Must be adept at directing staff, championing a culture of safety, and driving innovation in facilities management.
- Strong project and resource management skills to handle multiple ongoing maintenance projects and capital improvements with an eye for detail and deadlines.
- Excellent communication skills for coordinating with internal teams, external contractors, and the public, including managing expectations and resolving conflicts as they emerge.
- Excellent interpersonal, organizational, planning, presentation, problem-solving, supervisory and leadership skills.
- Ability to assess and prioritize competing operational needs while ensuring compliance with budgetary and regulatory constraints.
- Demonstrate a strong capacity to cultivate a positive workplace culture that promotes teamwork, accountability, and innovation in municipal facility management.
- Ability to collaborate with municipal departments, external contractors, and community stakeholders to align facility operations with strategic goals.
- Knowledge of public procurement and tendering processes, including vendor selection, contract negotiations, and service agreements, would be an asset.
- Possesses strong financial acumen with expertise in cost control, forecasting, and expenditure monitoring, while effectively preparing business cases, funding proposals, and financial reports for Council and senior management.
- Familiarity with green building initiatives and energy conservation programs would be an asset.
- Must possess and maintain an Ontario Class 'G' Driver's Licence.

**Hours of Work and Working Conditions:**

35 hours per week. The work schedule will vary; evening and weekend hours will be regularly required. Some travel is required. Must be available on-call to address emergency situations.

**Employee Group:**

Salaried, non-union.

**Salary Range:**

\$118,077.70 to \$132,821.35 annually (2025 Rates)

**Closing Date:**

Applications must be received by 11:59 PM, Sunday, February 23, 2025.

**How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](http://leamington.ca/careers).

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761