



**VISION:**

A city that inspires

**MISSION:**

Working together to  
enhance the quality of  
life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence,  
Bilingualism

## DIRECTOR OF FACILITIES

Facilities – Job # P1329

**CLOSING DATE: NOON – APRIL 24, 2025**

### JOB SUMMARY:

This position reports to the General Manager - Operations Services.

The incumbent is accountable for providing leadership in the planning, design, construction, management, operations and maintenance of all City facilities to ensure they are sustainable and efficiently operated. This position works closely with other department heads by providing expertise and support with regards to the operation and maintenance of physical structures in which other departments operate. This position will also implement appropriate facility management information technology solutions to assist in the management of city facilities over the entire life cycle. The incumbent will lead priority capital projects dealing with new city facilities and historic preservation projects (i.e. Treitz House and Fire facilities, etc.) that will enhance the physical character of Moncton and serve the City well into the future.

### APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

### WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

**EDUCATION:**

- Completion of a post secondary degree or diploma in the area of Engineering or related field associated with facility management, building construction, architecture etc.
- Must have and maintain a P. Eng. Designation.
- Must hold or gain (and then maintain) LEED professional accreditation.

**EXPERIENCE:**

- Must have a minimum of five (5) years experience in a senior management role with direct responsibility for managing staff and resources.
- Must have experience in technical systems related to facility management, building construction, etc.
- Must be willing to maintain and/or undertake professional development as the department directs, following industry norms.
- Professional experience in energy management planning, energy auditing and green building design will be considered an asset.

**LANGUAGE:**

- English essential. The ability to function in both official languages is an asset, but not a requirement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have above average communication skills, both orally and in writing.
- Must have demonstrated leadership, relationship management and negotiation skills.
- Must be a team player.
- Must have the ability to write, interpret and understand construction specifications including blueprints, as-builts, and technical reports for various building components and functions.
- Must have the ability to multi-task, prioritize and meet deadlines.
- Must be self-motivated and highly capable of solving problems.
- Must be knowledgeable of the New Brunswick Occupational Health and Safety Act and other relevant legislation as it relates to facility management.
- Must be familiar with green building design standards including LEED and Green Globes.
- Knowledge of current building codes and other relevant regulations is considered an asset.

- Ability to effectively utilize various administrative programs (Office 365), including strong skills in data collection and analysis, as well as implementation of modern technologies.

**OTHER:**

- Must possess and maintain a valid Class 5 Driver's License.

**CONTACT:**

- Must have the ability to establish and maintain effective internal and external working relationships at all levels. The work requires contact with the general public, vendors, employees of various departments, members of City Council, other levels of government and outside contractors, developers and all facility stakeholders.
- This position requires an individual with a strong customer service approach to their work, a positive attitude that reflects the best interests of the corporation and the community at large and a strong, team player.

**SUPERVISION:**

- This position leads and manages a diverse group of staff responsible for project management, operations and maintenance, and all aspects of facility management.

**CONDITIONS OF WORK:**

- This position requires minimal physical effort with minimal exposure to disagreeable conditions. The majority of work is performed in a professional office setting with frequent visits to various buildings, facilities, structures or construction sites.
- Work is at times intense requiring an individual with the ability to work under pressure within tight time frames for project completion.
- Work may be required on weekends, evenings and holidays.