

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

Facilities Maintenance Coordinator

Temporary, full-time (18-month contract)

Hourly wage: \$37.80 - \$47.24 based on a 35-hour work week

Work Location: 600 William Street, Cobourg, Ontario.

Reporting to the Manager of Facilities, the Facilities Maintenance Coordinator is responsible for completing the administrative tasks associated with ensuring all County operated facilities are maintained at an acceptable level as defined by code. This position coordinates facilities maintenance projects, investigates and resolves complaints involving contractors and tenants and receives and responds to inquiries relating to facilities services.

Duties & Responsibilities:

- Prepares schedules for division staff and contractors;
- Investigates and resolves complaints involving contractors and tenants;
- Manages all incoming/outgoing division data and ensures accuracy of information;
- Operates the Facilities work order system by receiving work requests, determining priority within set guidelines, responding to requests, inputting work orders, assigning work orders to staff or contractors, as necessary, follows up to determine completeness of work order, and inputs completed work orders into the system, including the financial information and contractor notes;
- Creates and maintains all division files and database systems;
- Administers building security by ensuring doors are scheduled to lock and unlock at appropriate times, adjusting when necessary (for court operations, statutory holidays, etc.);
- Creates swipe cards for County employees, contractors, etc., to ensure parties have appropriate access to buildings according to their position;
- Troubleshoot problems with security system when necessary, if cannot fix contact security company;
- Maintain division financial records including monthly purchasing card reconciliation;
- Ensures division has necessary supplies on hand and orders more when required;
- Verifies division expenditures and ensures proper purchasing procedures are followed by department staff;
- Monitors division staff clothing allowances;
- Sets up new accounts for vendors and contractors;
- Makes recommendations on purchases or repairs for supplies and equipment;
- Prepares correspondence to contractors and staff;
- Assists with evaluating contractor proposals;
- Coordinator for maintenance service contracts.

Qualifications & skills:

- A College diploma or University degree in Business Administration, Office Administration, or a related field of study.
- Minimum of five (5) years' experience in office administration.
- Exceptional customer service, interpersonal, and communication skills.
- Strong organizational, time management, analytical, and multitasking skills.
- Perform with a high level of accuracy under tight, inflexible deadlines.
- Superior telephone manners and excellent verbal and written skills to communicate with all levels of the Corporation.
- Professional, responsive, and positive work attitude.
- Proficiency with Microsoft Suite Office and Excel.
- Ability to work in a close and cooperative team environment.

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play.

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and **please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (doc) or Adobe (.pdf)).**

We invite you to submit your application **by 4:30pm on Thursday, June 12, 2025**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.