

Town of Caledon

make a difference



Job Title: Manager, Facilities (Permanent Full-Time)

Closing Date: May 1, 2026 12:00 PM

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Commissioner, Engineering, Public Works & Transportation, this role is responsible for the performance, reliability and long-term stewardship of the Town's public buildings and operational spaces. You will lead facilities operations across multiple sites, ensuring safe, efficient and high-performing environments that meet corporate standards. You will be responsible for overseeing preventative maintenance programs, security operations, and continuous improvement initiatives that enhance service delivery.

- As the Manager, Facilities, you will perform the following duties, including but not limited to:
- Direct daily operations across Town facilities to ensure reliability, safety and uninterrupted service delivery
- Establish and enforce preventative maintenance programs, operational standards and policies across all facilities
- Lead corporate security and access management initiatives, including incident response and coordination with external agencies
- Oversee inspections, repairs and lifecycle planning of building systems, ensuring compliance with legislation and standards
- Lead and mentor staff, including Facility Supervisors, to drive performance, accountability and service excellence

The Ideal Candidate

We are seeking a strategic and results-driven professional with a post-secondary diploma in Facility Management, Building Systems, Engineering Technology, Property Management or a closely related field. Our ideal candidate has a minimum of 7 years of related experience, including at least 4 years in a supervisory



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capacity, along with strong experience in facilities operations, maintenance and service delivery within a complex environment.

The ideal candidate will have demonstrated leadership in operational excellence and team management, with the ability to drive high-performance standards across multiple sites. We are seeking an individual with superior communication skills, a demonstrated ability to manage complex operations and stakeholder relationships, and excellent analytical and problem-solving skills.

The successful candidate for Manager, Facilities will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$139,050.70 to \$173,813.37 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

Applications for this posting will be accepted until May 1, 2026 12:00PM EST.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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