



Manager, Facilities and Property
Permanent Full-Time – 35 hours per week
J0324-0370

The Town of New Tecumseth is looking for a Manager, Facilities and Property to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to one (1) day per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Under the direction of the Director, Parks, Recreation and Culture, the Manager, Facilities and Property is responsible for the management and implementation of the annual Business Plan, seasonal work plan and the achievement of the objectives for the Facilities and Property Branch. This position is responsible for the minor capital improvements, operations, and maintenance of all Town Recreation Facilities, Corporate Buildings and Property.

How you contribute to our organization:

- Responsible for ensuring appropriate staffing resources are in place for delivering the branch's services effectively. Responsible for recruitment, performance management and development of Branch's human resources.
- Manages, directs, and oversees maintenance, including preventative maintenance plans, and efficient operation of applicable Town buildings, facilities, and assets, including arenas, pool, and halls.
- Manages the implementation of short and long-term strategies in the areas of asset management, maintenance programs, building operations, energy and engineering management services, and compliance with applicable facility construction legislation, codes, and guidelines.
- Prepares, recommends, and implements annual operational and minor capital budgets in collaboration with the Director, Parks, Recreation and Culture.
- Identifies grants and sources of funding, including partnerships pertaining to Facilities and Buildings Division and other construction and development projects, prepares proposals for approval and administers approved funding.

What you bring to the team:

- Post-secondary education in Recreation Facilities and/or post-secondary degree or diploma in Building and/or Property Management, or a related field; or an equivalent combination of related education and experience that is acceptable to the Town combined with progressive experience in the field of facility and property operations and management, and/or parks management up to a senior level.
- Minimum 8 years of relevant experience with at least 3 years of senior facility supervisory/management experience
- Project management experience
- Experience and working knowledge of facility operation management and building and property management.

Salary: \$101,101 - \$126,362, plus employer paid benefits and OMERS pension plan

Hours: Monday through Friday, 8:30 a.m. – 4:30 p.m.

Location: New Tecumseth

Start Date: May 13, 2024

To apply, please submit a cover letter, resume and copies of the required credentials by April 12th.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0324-0370&BRID=EX264751&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.