

## We're Recruiting For...

# Facility Manager

Reporting to the Director of Operations, the Facility Manager supports the ongoing operations of the Centre's properties and assets; recommending, coordinating, and conducting improvements as needed to ensure a safe, functional, and appealing space.

The Facility Manager coordinates and prioritizes activities of custodial and properties.

Responsibilities of the position will include, but are not limited to:

### Responsibilities

- Manage electronic work request system including training, communication, assignment, tracking, and establishing KPI (key performance indicators)
- Manage preventative maintenance program for all facilities including the development of procedures for tasks to be performed.
- Manages both custodial and property schedules.
- Responsible for property team which includes performance reviews, time sheets, absenteeism, leave requests, overtime, or any other HR related items
- Provides input into the procurement of vendor contracts.
- Identifies training requirements for both properties and custodial and manages training program for properties team.
- Communicates with Operations Director on work that requires outside expert assistance.
- Orders, coordinates, and tracks materials/ equipment orders.
- Communicates status updates for active work orders along with departmental KPI(s).
- Organizes and maintains documentation including drawings, procedures, policies, equipment information and emergency plans.
- Creates short and long-term plans and initiatives to accomplish organizational goals efficiently.
- Coordinates with other departments to implement strategies and cross-training efforts.
- Assists in the development, implementation, and review of operational policies and procedures.
- Helps promote a company culture that encourages top performance and high morale.
- Proactively Identifies and addresses problems and/or opportunities for the organization.
- Leads, motivates and supports team within a time-sensitive and demanding environment, including career development plans for direct reports and problem resolution.

### Requirements

- Post-secondary education in related field.
- 5+ years management experience in operations or facilities management.
- Extensive experience with facility maintenance and preventative maintenance with Computerized Maintenance Management System (CMMS) software
- Familiarization with Health and Safety guidelines.

- Excellent communication skills including conflict management, business negotiation and customer relations.
- Experience managing a unionized workforce.
- Ability to interpret plans and specifications
- Experience with managing budgets and estimating costs for work being performed.
- Experience in forecasting equipment and facility capital replacement budgets.
- Excellent ability to delegate responsibilities while maintaining organizational control of operations and customer service.
- Understanding and experience with HVAC standards in commercial facilities.
- Excellent leadership, collaboration, time-management, and problem-solving skills.
- The ability to work flexible hours to fulfill essential duties of the position and backfill as required.

**Salary:** \$65,000.00-\$70,000.00 per year

**Benefits:**

- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- Vision care

<b>How To Apply</b>
---------------------

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at [careers@confederationcentre.com](mailto:careers@confederationcentre.com) or hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting an inclusive workplace. We encourage applications from under-represented communities including racialized persons, new Canadians, or persons with a disability. When requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.