Job Posting

Facilities Coordinator

The Facilities Coordinator is responsible for overseeing the operational (day to day) and long-term upkeep of the Municipality's facilities, assets, and related infrastructure through risk management, asset management, business management, and operations and maintenance. Facilities include but are not limited to recreation facilities, community centres, and tourism and cultural assets.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition closes Monday, March 20, 2023 at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Facilities Coordinator"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Facilities Coordinator

Recreation & Community Services Department

Overview

The Facilities Coordinator is responsible for overseeing the operational (day to day) and long-term upkeep of the Municipality's facilities, assets, and related infrastructure through risk management, asset management, business management, and operations and maintenance. Facilities include but are not limited to recreation facilities, community centres, and tourism and cultural assets.

This position reports to the Director of Recreation & Community Services.

This position will supervise the Glooscap Campground Manager located in Parrsboro.

The Facilities Coordinator will be located in Springhill.

Note: Routine maintenance of facilities and infrastructure maintained by the maintenance team at the Dr. Carson and Marion Murray Community Centre is not included in the responsibilities for this role.

Key Responsibilities

- Oversee the operational (day to day) maintenance of the Municipality's recreational, cultural, and tourism facilities, assets, and related infrastructure, other than those maintained by Dr. Carson and Marion Murray Community Centre staff;

- Develop and implement a long-term facility maintenance plan for the Municipality's recreational, cultural, and tourism facilities, assets, and related infrastructure, including applying effective and current asset management practices;

- Ensure public and employee safety are the overriding priority in all maintenance plans;
- Perform regular property inspection of units, common areas, building exteriors, and landscape to ensure all are up to code and compliant with relevant legislation;
- Prepare annual capital and operating maintenance budgets for each existing and proposed facilities or assets, as part of the Municipality's annual budget process;
- Review utilities consumption and strive to increase energy efficiency and cost-effectiveness;
- Respond to inquiries and concerns from those occupying/using the facilities or assets and arrange for any required remedial work to be completed in a timely fashion;
- Manage all insurance matters relating to all facilities and assets of the Municipality;
- Ensure that assigned facilities are operated according to acceptable standards of health and safety and customer service;
- Coordinate and oversee all contracts and contractors required for the maintenance or operation of the facilities or assets;
- Maintain close working relationship with members within the department to ensure continual exchange of information with on-going activities;
- Provide status reports related to on-going activities to the Director of Recreation & Community Services;
- Review established policies and procedures and make recommendations for changes and improvements, as necessary;
- Participate and provide technical support to the execution of capital projects, as required; and
- Other duties as assigned.

Qualifications

Diploma or Certification as an Engineering Technologist, Construction Management

Technologist, or Project Management Professional, with a minimum of 4 years' experience in facilities maintenance or project management.

A relevant university degree would be considered an asset for this position and could be accepted in place of the diploma or certification requirements listed above.

Experience with building systems including HVAC, electrical, and plumbing.

Knowledge of the methods, materials, tools, equipment used in the maintenance, construction and repair of municipal facilities, buildings, and related infrastructure, including safety precautions.

Strong analytical, problem solving, organizational, self-motivation, and time management skills.

Excellent communications and interpersonal skills to clarify facts, give information, respond to complaints, and supervise subordinates and contractors.

Occupational Health and Safety training including WHIMIS, Fire Extinguisher Use, and First Aid and CPR (or willing to obtain upon being offered employment).

Previous experience working with municipal government or other levels of government will be considered an asset.

Drivers license valid in Nova Scotia

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience, and demonstrated ability to perform the responsibilities of this position.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$61,000	$63,250	$65,500	$67,750	$70,000	$72,250

This position is based on a 35 hour work week, however some of that time may be outside normal office hours.

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.