

# **SUSSEX, N.B.**

## ***Job Description***

### **FACILITIES MANAGER**

#### **Position Summary:**

Under the general direction of the Community Services Director or designate, he/she is responsible for the maintenance and operations responsibilities of all Town-owned facilities.

The incumbent is expected to engage as part of a team environment; work with staff across the organization; require minimal supervision and make sound decisions.

#### **Primary Relationships:**

The Facilities Manager will coordinate regular maintenance of town owned facilities. Includes buildings, playgrounds, courts/fields, trails, etc. The incumbent will assist with developing and maintaining effective communications and working relationships with the Senior Management staff, front-line employees, and volunteers.

#### **Duties and Responsibilities:**

- Overall coordination of maintenance activities and inspections of facilities operated by the town which includes: Town Hall (2), Works Garage (2), Arena, Parks and Playgrounds (9), Trails, Ball fields (6), Green Spaces, Tennis Courts, Basketball Courts, Library, Arts Centre, Golden Jubilee Hall Community Building, Business Centre, Train Station and Museum, Sussex Fire Station, Well House (2), WWP Stations (3), Lagoon Building, UV Building.
- Ensure that all equipment, facilities, buildings and public areas under town control (Town owned or rented, ie. Schools) are effectively administered, supervised, and well maintained.
- Inspect and record all municipal facilities to determine safety, adequacy, and maintenance.
- Supervises the construction, maintenance/repair and upgrades to park and recreational areas, equipment, and facilities.
- Ensure the facilities operated by the town have the proper equipment and are maintained for scheduled events and activities.
- Ensure that all facilities operated by the town meet all Municipal, Provincial and Federal regulations such as fire and health regulations. (ie. Water testing, fire alarm testing).
- Ensure that all equipment purchased for the department is of the right specification and purchased at a competitive price. Ensure also that such equipment is properly operated to prolong its life and keep repairs and maintenance to a minimum.

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- Supervise staff for facilities operations & maintenance.
- Administer personnel matters such as scheduling, overtime, and minor employee concerns.
- Cooperates with other community organizations, groups, and agencies in the operation and development of town-owned buildings and facilities.
- Point of contact for residents, contractors/vendors and user groups on facility related issues.
- Works with the Community Services Director and Senior Management Team to develop and implement Key Performance Indicators (KPI's) specific to facilities operations and maintenance (reactive vs. planned maintenance, work order backlog, budget, preventive maintenance compliance, average time to completion, reactive response time, energy use, etc) and identify tasks, projects and methods to improve performance in various areas.
- Work with the Community Services Director to prepare payroll records for the facilities staff.
- Respond to and action work order/ service requests received for all Town properties.
- Prepare and action work orders to respond to reactive maintenance issues as they are reported.
- Working with Senior Management staff and Site Administrators to manage and control all aspects of property access and security.
- Assists department staff with the purchase of supplies and equipment according to the pre-approved budget through the Town Purchasers office.
- Work within allocated budgets and maintain detailed records of expenses in the implementation of day-to-day facility operations.
- Assist the Director with the annual budget process with budget figures and recommendations for spending.
- Maintain professional development practices by staying informed of regional, provincial, and national trends and attending relevant workshops, seminars, and conferences.
- Carries out all duties and responsibilities that the Director/ Senior Management team shall see fit to direct or that shall arise from time to time in the concept of day-to-day activities of the town.

**Required Education, Training and Skills:**

- Must have completed course in building management or architectural, or civil technology from the New Brunswick Community College or certified equal. Consideration will be given to qualified applicants having a minimum of eight (8) years experience in the combination of building maintenance, operations and inspection.
- Must possess good communications skills in dealing with the public on a regular basis.

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- Must possess good working knowledge of basic computer programs including Microsoft Word, Excel, as well as cloud-based SaaS applications.
- Must be able to learn new and further develop existing programs specific to the municipal operations such as the ice plant control system, scheduling software, maintenance/ work order software.
- Possesses related experience in the Facilities Operations & Maintenance Field along with general knowledge of equipment and facility repair and maintenance.
- Must be bondable.
- Must possess a valid New Brunswick Driver's License.
- Criminal Record Check required.

**Working Conditions:**

- Regular 40 hours per week / 8:00 am – 5:00 pm / Monday-Friday
- Overtime/Flex-time as required.
- Ability to attend meetings and conduct presentations as needed.
- Due to assignments / support at multiple facilities and locations within town, candidate must have a valid driver license and transportation.

**THE ABOVE JOB DESCRIPTION REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE POSITION IDENTIFIED AND SHALL NOT BE CONSTRUED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERENT WITH THE POSITION.**

All job descriptions and recommendations for appointment or promotion are subject to the approval of the Sussex Council.