

## **MANAGER OF FACILITIES POSTING 201924**

Come join our team! We are looking for a candidate who shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

You are experienced in the field of facilities management including strategic planning, operational efficiencies and financial oversight and have a desire to work in a collaborative, positive team environment with staff and the public to deliver quality facility programs and services.

Reporting to the Commissioner of Recreation and Parks, you are an experienced leader who will be responsible for all aspects related to the management and delivery of municipal facility operations.

### **Accountabilities:**

- Provide professional advice on behalf of the Town on issues related to various facility matters to customers, other Departments, agencies, Senior Management, Town Council and associated boards and committees
- Oversee and ensure service standards, staff certifications & qualifications, risk management, are in compliance with legislation including T.S.S.A., CSA, O.B.C., Ministry of Labour and other authorities having jurisdiction
- Provide leadership on behalf of the Town with regard to the interpretation of Provincial and Federal standards related to facility provision and operation
- Negotiate, monitor and evaluate terms and conditions for Corporate legal agreements on behalf of the Town with external agencies, other levels of government, service providers, tenants, community organizations (grants, leases, management agreements, licences, permits and contracts)
- Actively participate and represent interests on Regional, interagency, Council and Corporate committees
- Author and/or review and sign on behalf of the Commissioner, detailed reports to General Committee and Council on a wide range of departmental matters. Attend Council, Committees of Council and provincial hearings as required to present and defend the Corporation's position
- Negotiate funding, purchase of service agreements, donations, services/products in kind, and partnerships to facilitate optimal facility services, events and projects
- Responsible for effective management and direct supervision of staff in the Facilities Section of the Recreation and Parks Department
- Responsible for the recruitment, training, supervision, performance and evaluation and dismissal of sectional staff including union, non-union full time, part time, contract, volunteers and consultants
- Exercise delegated signing authority for matters related to Facility Services and on behalf of the Commissioner including reports to Council, government grants and service agreements
- Fulfill the role and assume related responsibilities of Acting Commissioner of Recreation and Parks on a rotational basis, or in the absence of the Commissioner

- Engage a diverse range of public and private customers in the effective and efficient response to phone, e-mail and front counter inquiries, including the resolution of customer service conflicts referred to management level
- Accountable for development, implementation and monitoring of Town policies, procedures and standards of practice related to facility operation and capital construction
- Research and analyze trends, technical standards, legislative changes and business practices to present new previously unexplored areas and to safeguard the Corporation's interest and exposure to liability
- Recommend long range strategic policies, evaluate and recommend amendments and exemptions to Town by-laws, policies and standards related to facility service provision
- Develop and recommend with the Town Senior Management Team on Departmental and Corporate issues resulting from studies, policy development, agreements
- Develop standards of practice for the provision of quality facility services
- Responsible for facility marketing and promotion strategies related to facility use optimization
- Design, implement and analyze customer evaluation systems to facilitate continuous improvement
- Responsible to identify and recommend facility development requirements for Town's long term growth plans
- Develop, implement and monitor Sectional Work Plan in accordance with Departmental and Corporate Strategic Plans
- Develop and manage preparation of the Section's annual Operating Budget, Capital Budget and Forecast for the Town related to facility operations, asset conservation and management and life-cycle planning
- Accountable for financial management of sectional/ departmental revenues and expenditures, including external funding, rates and fees, transfer payments, alternate funding and cost recovery programs
- Responsible for preparation of terms of reference, securing and overseeing professional consulting services for complex Corporate and departmental lead initiatives
- Responsible for a comprehensive risk management program including quality assurance standards, emergency planning and containment, policy and regulations adherence, and communication protocol to minimize corporate liability and ensure resident safety
- Develop, review and execute procurement documents on behalf of the Corporation
- Assume coordinating role on behalf of the Corporation for project management of departmental building construction projects, including functional design through to completion and commissioning
- Perform other job related duties as required

**You possess:**

- University Degree in Facilities Management or Sports Administration or equivalent
- Fourteen years' experience in facility design, development, construction, and conservation, and operation preferably in municipal environment, including a minimum of 5 years in a management capacity
- Experience managing employees in union and non-union environments
- Designation as a Registered Recreation Facilities Administrator (RRFA) from the Ontario Recreation Facilities Association
- PMP designation with the Project Management Institute (P.M.I.) is considered an asset
- Valid Ontario Driver's Licence (Class G) and access to personal vehicle for Town business

**Compensation:** The salary range for this full time is \$115,983 - \$138,075 per annum.

**Application:** Qualified candidates may submit a detailed resume in confidence to the Town by 4:30 p.m., May 21, 2019. Please quote Posting Number 201924 on your cover letter.

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca) (preferred)

**Mail:** Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2

**Fax:** (905) 873-1431

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

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905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | [haltonhills.ca](http://haltonhills.ca)