



## Township of South Stormont Employment Opportunity

<b>Position:</b>	Facilities Coordinator
<b>Department:</b>	Public Works Department
<b>Type:</b>	Permanent, Full-Time (Non-Union)
<b>Hours of Work:</b>	35 Hour work week, Monday to Friday with occasional evenings/weekends (on-call)

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The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to over 13,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

The Facilities Coordinator is responsible for the overall coordination of facility management and operations, and strategic capital planning of corporate facilities and assets including maintenance, repairs and ensuring compliance with health and safety regulations, Building Code, Fire Code and other regulatory standards for facilities. The role will support the appropriate Directors to ensure the Township's compliance with provincial and municipal statutes and asset management regulations. The position will also be responsible for tenant liaison and oversight of leases for Township-owned facilities.

The Facilities Coordinator is committed to the mission, vision and values of the Township of South Stormont and demonstrates such through ethical conduct, community stewardship, individual initiative and responsive service. The Facilities Coordinator demonstrates leadership and technical skills through effective communication and collaboration, proper use of team resources, personal accountability and responsibility. The position will perform other duties as assigned beyond the key accountabilities noted below.

### **Education and Experience Requirements:**

- Post-Secondary Degree/Diploma in Construction Engineering (Facilities), Building Environmental Systems, Architectural / Structural Engineering or a related field.
- Certified Building Technician Certificate (CBT) is considered an asset.
- Certified Recreation Facilities Professional (CRFP) is considered an asset.
- Facilities Management Professional (FMP) is considered an asset.
- Minimum of 5 years of experience in property and facility management or a similar role.

### **Skills & Attributes Sought:**

- Excellent organizational skills along with the ability to communicate effectively with staff and the public.
- Ability to collaborate with internal staff and contracted professionals on projects.
- Knowledge of building construction and basic municipal infrastructure.
- Sound judgment and excellent decision-making skills.
- Superior analytical and problem-solving skills.
- Excellent time management skills and demonstrated ability to prioritize multiple and changing demands.
- Proficiency in the use of computer applications such as Microsoft Office suite, work order software, and asset management software.

The 2024 salary range for this position is Pay Band 7, \$78,833-\$95,945, plus a comprehensive benefits package and enrolment in Ontario Municipal Employees Retirement System (OMERS).

### **Application Process**

Qualified persons are invited to submit their resume and cover letter to Ms. Katie Blackadder, HR Coordinator, through the online application process. For more details and to apply online, please visit the Careers page of our website at [www.southstormont.ca/careers](http://www.southstormont.ca/careers).

**Job Posting Deadline: November 18, 2024, at 12:00 pm.**

The Township of South Stormont is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at [jobs@southstormont.ca](mailto:jobs@southstormont.ca). Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.