



## 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.
- 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 personal computer applications.

The 2022 salary range for this position is Pay Band 7, \$71,795 - \$87,380 plus a comprehensive benefits package and enrolment in Ontario Municipal Employees Retirement System (OMERS).

Interested and qualified candidates are invited to visit our website at [www.southstormont.ca/careers](http://www.southstormont.ca/careers) to view the complete job description and apply online, deadline for submission is **4:00 pm on Tuesday, April 26, 2022.**

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility

The Township of South Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. This personal information is 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.