



100 John West Way  
Box 1000  
Aurora, Ontario  
L4G 6J1  
Phone: 905-727-3123  
[www.aurora.ca](http://www.aurora.ca)

TOWN OF AURORA

## **EMPLOYMENT OPPORTUNITIES**

Human Resources Division

# **Manager, Facilities**

### **Summary of Responsibilities**

Reporting to the Director of Community Services, the Manager of Facilities is responsible for the asset management, maintenance, and operation of all municipally owned buildings including office buildings, pool/ice/recreation facilities, and operations facilities. This position oversees the management of multiple capital projects from conception to implementation. This role oversees the coordination between booking department staff, and client user group needs to provide necessary facility set up. This role is responsible for staff supervision, training and development, and compliance to all legislative and regulatory requirements related to facility management. The Manager of Facilities also develops and reports on multi-year capital and operating plans, annual operating and capital budgets, and administers budget allocation including purchasing approved supplies and equipment.

### **Qualifications**

To be successful in this position, you possess a University degree in facilities management, civil or mechanical engineering, or related discipline. Demonstrated Facility Management experience through 5-7 years in a public sector environment, and supervisory experience in a unionized setting. Completion of the Certified Recreation Facilities Professional (CRFP) designation or equivalent is desired in current standing. Current Certified Ice Technician (CIT), Certified Pool Operator (CPO) and Project Manager Professional (PMP) designations are considered assets to excel in this role. Ability to deal effectively with staff, other departments/levels of government, contractors, architects, community groups/organizations, program participants, facility users, and the general public. You have excellent organizational, project-management, analytical, interpersonal, communications, problem solving, financial and budget management, and supervisory skills. You are available to work flexible hours as may be required for evening meetings, facility supervision and/or special events and possess a valid Class G Driver's Licence and reliable vehicle to use on corporate business.

### **Police Criminal Record Check and Drivers Abstract Requirements**

Successful applicants to this position will be required to provide a Police Criminal Record Check and Drivers Abstract that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **February 3, 2019** quoting reference number **19-06**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.