

# Facility Manager, Kanatàhkwen:ke

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| Duration:   | Division:        | Salary:  | Deadline To Apply: |
| Indeterminate, Full Time - Twelve (12) Month Probation Period | Asset Management | \$75,036.00 - \$84,766.50 Per Year (37.5 hours per week) |                    |

## Details

### Purpose:

The Facility Manager is responsible for overseeing the day-to-day maintenance, safety, security, and efficient operation of all organizational facilities for the Kanatàhkwen:ke building. This role ensures that buildings, grounds, equipment, and related infrastructure support the organization's activities and provide a safe, well-maintained environment for employees, tenants, clients, and visitors. Responsibilities will include, but not limited to, facilities, space planning, office layouts, project management for tenant improvements, lease administration, management of service contracts, furniture procurement, moving coordination, security, emergency services, access card and key control, storage, and parking.

# Roles & Responsibilities:

## **Oversee the day-to-day operations of the facility.**

- Manage the day-to-day operations of facilities, including buildings, grounds, equipment, and systems.
- Develop and implement preventive maintenance programs to ensure facilities are safe and operational.
- Plan and oversee building repairs, renovations, and improvement projects.
- Manage vendor contracts and relationships (e.g., cleaning, security, maintenance and repairs, landscaping).
- Monitor and control facility-related budgets, expenses, and ensure cost-effective operations in accordance with Mohawk Council of Kahnawà:ke Finance Policies.
- Prepare and monitor the building's annual budget, planning, management, etc.
- Ensure compliance with health, safety, environmental, and regulatory requirements.
- Implement and enforce building safety protocols, including emergency procedures and fire safety measures.
- Ensure the building complies with local health, safety, and environmental regulations. Maintain up-to-date records of inspections, certifications, and compliance activities.
- Regularly inspect the building for any safety hazards or maintenance needs and take corrective actions.
- Manage office space utilization, including layout changes, office moves, and improvements to accommodate organizational needs and growth.
- Respond to and resolve facility-related emergencies and issues in a timely manner.
- Coordinate office space planning, moves, and workplace optimization.
- Supervise and support facilities staff and contractors as required.
- Maintain accurate records of maintenance schedules, inspections, and facility operations.
- Recommend improvements to enhance efficiency, sustainability, and cost-effectiveness.
- Promote sustainability practices throughout the building, including energy conservation, waste management, and the use of eco-friendly materials.
- Track and report energy consumption and recommend improvements in efficiency, focusing on geothermal heating and other energy systems.
- Lead initiatives aimed at reducing the environmental footprint of the center.
- Supervise maintenance staff as required, ensuring they have the necessary resources and training to perform their duties effectively.
- Provide direction to contractors, and other personnel as required.
- Provide responsive and professional support to building tenants of the building.
- Manage the calendar for rental spaces.
- Develop and manage rental agreements with users of common spaces.

## **Education & Experience:**

- Post-secondary education in Facilities Management, Building Operations, Business Administration, or a related field, plus three (3) years of experience OR
- High School diploma, plus seven (7) years of relevant experience.

Certification in facility management (e.g., IFMA, BOMA) is an asset.

Willingness to take Certified training to be more efficient in Facility Management practices.

## Knowledge, Skills & Abilities:

- Leadership team management skills.
- Strong communication and interpersonal skills.
- Analytical thinking and decision-making.
- Planning, organization, and attention to detail.
- Customer service orientation.
- Knowledge of building systems, maintenance processes, and safety regulations.
- Budgeting and cost management experience.
- Knowledge of carpentry, and various potential works that will require attention OR be able to coordinate carpentry, and various potential works that will require attention
- Adaptability and problem-solving.
- Microsoft Office Suite 365.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to MCK Employment Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

## Working Environment:

- Standard office environment with regular inspections of building and grounds.
- May require evening or weekend availability to respond to emergencies.
- Physical activity such as walking, lifting, or climbing may be required.
- Occasional travel may be required for inspections or off-site meetings.

## Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

**To Apply:**

Email your applications with all the required documents to **[applications@mck.ca](mailto:applications@mck.ca)**