



CITY OF BATHURST
150 rue St. George Street
Bathurst, New Brunswick
E2A 1B5

EMPLOYMENT OPPORTUNITY

The City of Bathurst is now accepting applications for the following position:

FACILITY MANAGER- KCI

The Facility Manager is accountable for managing and leading the day-to-day operation of the KCI centre, including supervision of a large and diverse compliment of full and part time staff. While maintaining a high level of customer service, the Facility Manager responds to and addresses customer feedback, inquiries and requests in a timely manner, while ensuring established policies and regulations are adhered to by all users. The Facility Manager is responsible for ensuring a positive and productive workplace that is welcoming and inclusive for all.

DUTIES:

1. Plans, organizes and directs staff in the performance of their duties. Schedules all necessary work activities.
2. Supervises and directs unionized employees from various group.
3. Supervises and directs all activities associated with scheduled events and activities at the K.C. Irving Regional Center.
4. Monitor a comprehensive preventive maintenance program in conjunction with the appropriate departments and staff to ensure maximum effectiveness with regard to all utility costs.
5. Responsible for maintenance and repair of building and equipment, including ice making and ice quality.
6. Responsible for preparing and monitoring annual operating and capital budgets and ensuring that revenue targets are achieved and operating expenses are kept within budget.
7. Provide necessary assistance to tenants/customers relative to set-up requirements and contractual arrangements.
8. Participate in the short and long-term planning process of the K.C Irving Regional Center.
9. Committed to quality customer service and innovation to improve efficiency and reduce costs, and work collaboratively across all sections of the department, and the corporation, to achieve collective goals.
10. Performs other related duties as directed by the Operations Department.

ESSENTIAL QUALIFICATIONS:

- Post-secondary diploma or degree with a focus in building or facility management, engineering, architecture or related discipline.
- Minimum of 5 years of progressively responsible management or supervisory experience, including significant experience in the administration of multiple site buildings and grounds and the development of preventative maintenance programs and facility asset management; municipal experience considered an asset.
- Strong knowledge of building systems including HVAC, Fire Alarm Systems, Public Facility Regulations and the Occupational Health & Safety Act and Regulations. Familiarity with the operations and maintenance.
- Excellent planning, organizational and problem-solving skill.
- Ability to maintain a high degree of professionalism and integrity to manage effectively in a unionized and complex workplace.
- Fluently bilingual - oral and written communication skills in both official languages.

Applicants must clearly demonstrate the essential qualifications to be given further consideration.

Interested and qualified candidates are invited to submit their resume (in confidence) on or before **June 9, 2020** to:

Ms. Véronique Bourque
Human Resources Manager
150 St. George Street, Bathurst, NB E2A 1B5
Fax: (506) 548-0581
E-mail: hr-rh@bathursta.ca

The City of Bathurst thanks all those who will apply, however, only those to be interviewed will be contacted.