

TOWNSHIP OF LANARK HIGHLANDS

PERFORMANCE MANAGEMENT

LANARK HIGHLANDS Job Description	<i>Job Title:</i> Facilities Manager and Community Affairs	<i>Page #</i> <u>1 of 6</u>								
<i>Location:</i> <i>Department:</i> <u>Facilities and Admin</u>	<i>Reports To:</i> Clerk/Administrator	<i>Revised date:</i> <u>April 2018</u>								
		<i>Salary grid:</i> <u>M1</u>								
<i>Approval:</i> <table style="margin-left: 40px;"> <tr><td>{ }</td><td>Department Head</td></tr> <tr><td>{ }</td><td>Supervisor</td></tr> <tr><td>{ }</td><td>Employee{s}</td></tr> <tr><td>{ }</td><td>Staff Administration Committee</td></tr> </table>			{ }	Department Head	{ }	Supervisor	{ }	Employee{s}	{ }	Staff Administration Committee
{ }	Department Head									
{ }	Supervisor									
{ }	Employee{s}									
{ }	Staff Administration Committee									

Position Summary:

The position of Facilities Manager provides day-to-day supervision and maintenance of Municipal buildings and properties to ensure that Township facilities are maintained with regard to safety, sanitation, security and appearance.

Under the Direction of the Clerk/Administrator, support and assist Committees of Council with agenda, minutes, events, promotion of committee and/or events, etc. As well as provide support to local non-profit organizations.

Organize and promote community events, such as recreation and other events as directed. Research and apply for grant opportunities that may benefit the Township.

Qualifications:

- A community college diploma in a field related to events planning, business administration or recreation, or an equivalent combination of education, training and experience.
- Minimum 5 years' experience in building maintenance would be considered an asset
- Requires previous Supervisory experience
- Excellent oral, written and interpersonal communication skills.
- Excellent organizational and time management skills to handle heavy workload and meet rigid deadlines.
- High level of initiative, creativity and independent judgment and ability to work with minimal supervision.
- A thorough knowledge of computer operations and office equipment.
- Strong interpersonal skills to deal politely and effectively with the general public.

- Working knowledge of appropriate Acts, Regulations and relevant legislation is required
- Demonstrated excellent safety record
- Ability to meet physical demands of the position
- Must have carpentry experience
- General knowledge of plumbing, electrical and heating systems installation, operation and troubleshooting
- Ability to work independently with little or no supervision.
- Propane Handling Certification
- Arena Operator 1 considered an asset
- Holds a Certified Arena Refrigeration Plant Technician Certification or working towards

Position responsibilities:

- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the policies of the Township of Lanark Highlands.
- Supervises maintenance staff and arena staff as assigned.
- Ability to identify maintenance problems during routine inspections or when notified of an issue.
- Performs general component repairs/replacement to the building, grounds and equipment which may be of an electrical, mechanical, plumbing and/or carpentry nature.
- Coordinates major capital repairs and/or construction to buildings, also expected to interact with contractors and sub-contractors.
- Schedules and carries out planned maintenance duties for facilities.
- Responsible for maintaining the Lanark arena.
- Protects own health and safety and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act
- Must work within an approved budget and assist in updating the Asset Management Plan.
- Responsible for or assigning the completing of monthly Health & Safety inspections and correcting deficiencies while performing these inspections. If the deficiencies cannot be remedied then the Facilities Manager is responsible for filling in work orders to be addressed in the future.
- Performs or assigns tasks associated with painting, including resurfacing, floors, walls, ceiling, including furniture refinishing and repairs as assigned.
- Completes inventory control functions associated with establishing a control system regarding facility

furnishings, equipment and supplies.

- Completes inspections of all essential equipment and systems as required, including preventative maintenance assignments as scheduled or as assigned.
- Ensures the following is completed but not limited to, such tasks as: keep sidewalks and entrance ways free of snow and other hazards, set up and take down material from facility areas for special occasions and events and assist with deep cleaning responsibilities as required.
- Create Work Orders, develop reports and document concerns and follow up as required or deemed warranted.

2. **Program/Service**

Committees/Service Groups

- Work with the Committees and act as a liaison to members of various committees.
- Organize committees and volunteers and ensure any and all administration relating to committees and volunteers is organized, including criminal checks, terms of references, etc.
- Serve as a point of contact for committees of Council and local service groups
- Serve as an administrator for Volgistics (volunteer management software)
- Serve as point of contact for all Municipal Alcohol Policy and Special Events By-Law questions and requests

Grants

- Assist committees in searching for grants related to their project(s) and oversee projects and assist Treasurer and other managers with grants.

Public Relations

- Provide communications to ratepayers of the Township through tax bill newsletter and other means that may be acceptable.
- Serve as point of contact for all Township newspaper advertisement and notices
- Develop working relationships with Community Groups and Businesses in the Township
- Maintain a business directory for the Township and update annually.

Website & Social Media

- Serve as point of contact for all website/social media content, post updates, and ensure content is relevant

Other

- Takes the administrative lead in all Facilities matters.
- Ensures budget is prepared for the Municipal Facilities and same submitted to the Clerk/Administrator.
- Ensures accounts payable and receivable controls are in place for all areas of responsibility in accordance with Township policies.
- Communicates and interfaces with Mayor and Council on Facilities and Community Affairs matters.
- Keeps abreast of all municipal business through Clerk/Administrator.
- Other duties as assigned by Clerk/Administrator.

- Ensures that procedures are set up and followed for the recording of comments and complaints from the public and follow up with policies and recommendations.

3. Human Resources

- Supervises the following personnel:
 - Labourer, rink attendants and other positions associated with facilities including students
 - Municipal Contractors, Engineers and the like, associated with facilities
- Assigns tasks, ensures appropriate training and reviews the performance of reporting employees, in conjunction with the Clerk/Administrator, and ensures that adequate training and information resources are available to them.
- Recommends to the Clerk/Administrator, when appropriate, the appointment, employment, suspension or dismissal of the supervised employees, recognizing the policy and procedures for the Township.
- Recommends to the Clerk/Administrator on matters concerning wages, salaries, working conditions and terms of employment and prepares direct supervision employee's performance reviews as required by Township policy.

4. Financial Resources

- Responsible to ensure the annual budget is prepared for all Facilities responsibilities when requested from the Clerk/Administrator.
- Provides approval for expenditures for Facilities Department and Community Affairs areas of responsibility.
- Conducts effective monitoring of revenues and expenditures of Facilities and Community Affairs matters in accordance with approved budgets.

5. Material Resources

- Proper usage of an electronic calculator, modern office equipment and miscellaneous small office supplies. Ensures the safety, maintenance and management of all records, vehicles, facilities and office equipment related to municipal operations.

6. Physical Skill and Effort

- Requires computer literacy.
- High degree of concentration required.
- Requires manual dexterity to operate computer, typewriter and other office equipment as necessary.
- Requires periods of work in the outdoors as necessary
- Requires ability to operate machinery as required.
- Requires exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odours and/or loud noise.
- Ability to lift heavy objects on an occasional basis.
- Ability to stand for long periods of time.

7. Decision Making and Judgement

- Prioritize workload to ensure deadlines are met.

- Ensuring the accuracy of all information provided to the municipality and committees.
- Prioritizing work activities to ensure timely preparation of accounts payable, accounts receivable and records for all Facilities and Community Affairs responsibilities.
- Ensures that correct procedures are followed in the issuance of a variety of licenses and permits.

8. **Interpersonal Skills/Contacts**

- Interpersonal skills to deal politely and effectively with the general public.

Internal:

- With co-workers for the purpose of sharing information to complete work assignments.
- With committee members to provide and exchange information.

External:

- With facility users and the general public to provide information and direct inquiries to the appropriate bodies.
- With various agencies to obtain information on available funding for recreational facilities and programs as well as economic development initiatives.
- With employees from other municipalities and organizations to discuss different recreational, cultural and economic development programs and activities.
- With Council members to present recommendations and reports to respond to questions and to seek approval on issues/resolutions.
- With the general public to provide any exchange of information, to relay decisions, respond to complaints when required, etc.

9. **Environment**

- In most circumstances works in a clean office environment, however scheduled events/activities may require attendance at varied locations outside the office. Similar to other public sector positions at this level, the incumbent from time to time is required to deal with members of the public who may become angry and agitated.
- Works may be done in indoor and outdoor environments with a great amount of physical effort.

10. **Control over Work Schedule**

- Depending upon the event and activity schedule, the individual may be required to work varied and flexible hours, which at times may be convened outside of normal working hours.
- Attends Council and Committee meetings as required, which may be convened outside of normal working hours.

11. **Health and Safety**

- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Manager

Date: _____

Employee

Date: _____

Clerk/Administrator

Date: _____