



Knottwood Community League Job Description – Facilities Manager

Opportunity

The Knottwood Community League (KCL) Board is seeking a year-round Facilities Manager to ensure our facilities and grounds are maintained in a safe and professional manner for KCL members, the general public, clients, and staff. In collaboration with the KCL Board Buildings and Grounds Director, the successful candidate will manage the general operations of KCL in relations to our buildings and grounds, and conduct periodic reviews of our facilities and grounds conditions making recommendations for preventative maintenance.

This position will be responsible for conducting general maintenance of our facilities and grounds, for timely snow removal at the Community League Hall (supporting the early morning Kinder School and Out of School Care programs), managing and supervising Contractors if required, be responsible for Facilities bookings/inquiries/tours/access, for Human Resource management, material sourcing and delivery for volunteer based initiatives, and to work closely with the KCL Buildings and Grounds Director and staff.

Facilities Management Responsibilities

- Work closely with our Buildings and Grounds Director, as a representative of the KCL Board, and with KCL members, clients, and other stakeholders.
- Prepare a schedule for general maintenance and conduct duties associated including but not limited to furnace filter maintenance, inspection requests, duct cleaning, etc.
- Coordinate and attend various inspections from Governing bodies such as the CoE, Fire and Life Safety, and OHSW.
- Prepare and keep an up-to-date list of preferred contractors for maintenance and installation requirements (professional work above that of general maintenance capabilities)
- Arrange for service and maintenance work to be completed at facilities as requested by the Buildings and Grounds Director, including obtaining quotes and schedule/budget adherence
- Perform handyman related duties as required to reduce dependence on Contractors
- Collaborating with the Buildings and Grounds Director, source and delivery materials as well as manage volunteer working parties for various renovation/maintenance tasks (i.e. special projects)

Operational Responsibilities

- Access and security management including issuance and recording of key assignment and access agreement management
- Support facilities bookings for tours, manage a calendar for facilities use, conduct inspections post use, and act as a point of contact for facilities bookings
- Vital to ensure pedestrian walks are clear of snow and debris for continual safe access to facilities, most specifically for our Kinder School and Out of School Care programs
- Provide monthly activity reports and budgets to the Buildings and Grounds Director for monthly Board meetings if applicable
- Monitor, maintain, repair, or organize service for KCL equipment assets



Human Resource Responsibilities

- Ensure a safe environment within the KCL Facilities and Grounds for staff, clients, members, and the general public
- Flexible with an ability to work in a team orientated community league environment
- Ultimately responsible for the recruitment, supervision, and management of the Ice Rink Manager (including subordinate Rink Attendants) and responsible to ensure the successful operations of the outdoor ice surfaces (Main boarded rink and side snow mound rink) and rink facility
- Continually act in a courteous and customer service orientated manner, while maintaining a fiduciary responsibility to the KCL Board
- Periodically monitor work shifts, confirm hours of work in relation to hours of operation, and report to the Buildings and Grounds Director
- Strong communication, presentation, interpersonal, organizational, and time management skills

Qualifications:

- Valid Driver's License and access to a reliable vehicle
- Experience in construction/renovations, maintenance and facets of facility operation

Salary Range: \$15.00 per hour

Hours of work: As required

Posting Date:

Closing Date:

Submission: Please email your submission to president@knottwoodcommunity.ca