



Position Description FACILITIES COORDINATOR

Position Information

Position Title:	Facilities Coordinator
Department:	Parks & Recreation
Reports To:	Director of Parks & Recreation
Hours of Work:	Monday to Friday office hours with occasional evenings/weekends, must be available on-call.
Date Completed:	April 1, 2022
Date Revised:	October 24, 2024

Reason for Submission

New Position:	
Change in Responsibilities:	
Other (specify):	Refining of department needs and roles and of position

Position Summary

The Facilities Coordinator is responsible for the overall coordination of facility management and operations, and strategic capital planning of corporate facilities and assets including maintenance, repairs and ensuring compliance with health and safety regulations, Building Code, Fire Code and other regulatory standards for facilities. The role will support the Director of Parks & Recreation to ensure the Township's compliance with provincial and municipal statutes and asset management regulations. The position will also be responsible for tenant liaison and oversight of leases for Township-owned facilities.

The Facilities Coordinator is committed to the mission, vision and values of the Township of South Stormont and demonstrates such through ethical conduct, community stewardship, individual initiative and responsive service. The Facilities Coordinator demonstrates leadership and technical skills through effective communication and collaboration, proper use of team resources, personal accountability and responsibility. The position will perform other duties as assigned beyond the key accountabilities noted below.

Key Accountabilities

Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).

Accountability Description	Key Performance Indicators
Outreach:	

Accountability Description	Key Performance Indicators
<ul style="list-style-type: none"> ▪ Prepare oral presentations on topics/information from the Parks & Recreation Department for delivery to Council Committee(s), Council and other stakeholders. ▪ Participate in the corporate-wide program and promote to residents, developers and those with commercial interests the various services delivered by the Township. ▪ Develop and maintain a contact network with professionals in the field, counterparts in other municipalities and contractors/suppliers. ▪ Collaborate with representatives of other Township departments to ensure project implementation and program success. ▪ Close affiliation with Public Works, Fire and Protective Services, and Building and Planning staff to ensure coordinated program success. ▪ Serve as the primary contact with leases for Township facilities. 	<ul style="list-style-type: none"> ▪ Participates in external Committees and Networking Groups ▪ Strong communicator ▪ Provides responsive and professional communications ▪ Develops strong working relationships ▪ Provides collaborative and supportive assistance to Departments
<p>Coordination:</p> <ul style="list-style-type: none"> ▪ Plan and coordinate all installations, refurbishments and maintenance for Township facilities. ▪ Conduct regular inspections of township facilities and provide or coordinate repairs and/or maintenance as required. ▪ Manage the upkeep of equipment and supplies to meet health and safety standards. ▪ Participate in the development and implementation of a preventative (life cycle) maintenance program for the Township's facilities. ▪ Provide recommendations for specifications/standards for contracted services, e.g. facilities maintenance etc. ▪ Monitor contractor/supplier performance against contract terms and conditions. ▪ Liaison and oversight for leases of Township facilities. 	<ul style="list-style-type: none"> ▪ Maintains equipment and supplies in accordance with Health and Safety legislation ▪ Facilitates service delivery satisfaction

Accountability Description	Key Performance Indicators
<ul style="list-style-type: none"> ▪ Ensure facilities comply with Fire, Technical Standards and Safety Authority, Occupational Health and Safety Act, Ontario Public Health, Accessibility for Ontarians with Disabilities Act, Ontario Building Code and other safety standards, guidelines, bylaws and appropriate legislation, taking necessary action to resolve non-compliance as appropriate. ▪ Develop and recommend long-range plans, programs and projects pertaining to the facility management function. ▪ Provide subject matter expertise and strategic direction in terms of risk mitigation, health and safety issues, and legislated requirements pertaining to facilities. ▪ Responsible for the development and maintenance of all service level contracts at all Township facilities. ▪ Assist in preparation of budget documents (operating and capital) for Township facilities. ▪ Review and provide recommendations for contracts and purchase orders according to policies and limits established by Council. ▪ Project management of facility related projects approved in the Township's long-term capital plan, including administration of the public tender process and awarded contracts. ▪ Review utilities consumption and strive to minimize costs. ▪ Assist with office space organization and allocation. ▪ Complies with all Health and Safety requirements and Employee Code of Conduct and other Township Policies. ▪ Performs other duties as assigned. 	<ul style="list-style-type: none"> ▪ Compliance with Township standards/legal requirements ▪ Review compliance of active Township facility leases ▪ Is aware of and demonstrates the responsibilities and accountabilities of the Employee Code of Conduct ▪ Achieves departmental budget requirements ▪ Demonstrates awareness of personal responsibility for Health and Safety and that of public and co-workers ▪ Regularly demonstrates the values, qualities and behaviours set out in the Employee Code of Conduct, providing an example to other employees ▪ Maintains records of past and ongoing work orders for Township owned facilities
<p>Asset Management: Under the direction of the Director of Parks and Recreation, the Facilities Coordinator will:</p> <ul style="list-style-type: none"> ▪ Identify and track best practices and trends/ advances in the engineering, operations and 	<ul style="list-style-type: none"> ▪ New programs/ initiatives to improve facility operations.

Accountability Description	Key Performance Indicators
<p>/or maintenance of facilities for possible application by the Township.</p> <ul style="list-style-type: none"> ▪ Provide recommendations for operations and maintenance procedures, work methods and standards for the maintenance for Township facilities and assets. ▪ Integrate life cycle maintenance into the Township Asset Management Program. ▪ Assist in the planning and implementation of the Township's Asset Management Program. ▪ Research and assist with the development of requests for proposal, tender or quotation for the operation and rehabilitation of municipal facilities. ▪ Assisting with completing applications for possible funding sources for programs or projects. 	<ul style="list-style-type: none"> ▪ Preventative maintenance approaches used for Township's facilities, assets etc. ▪ Achievement of departmental budget requirements. ▪ Achievement of asset management objectives/ strategic priorities.

Knowledge, Skills & Experience

Identify the minimum education and experience required along with required and preferable skills.

<p>Education</p>	<ul style="list-style-type: none"> ▪ Post-Secondary Degree/Diploma in Construction Engineering (Facilities), Building Environmental Systems, Architectural / Structural Engineering or a related field. ▪ Certified Building Technician Certificate (CBT) is considered an asset. ▪ Certified Recreation Facilities Professional (CRFP) is considered an asset. ▪ Facilities Management Professional (FMP) is considered an asset.
<p>Experience</p>	<ul style="list-style-type: none"> ▪ Minimum of 5 years of experience in property and facility management or a similar role.
<p>Skills</p>	<ul style="list-style-type: none"> ▪ Excellent organizational skills along with the ability to communicate effectively with staff and the public. ▪ Ability to collaborate with internal staff and contracted professionals on projects. ▪ Knowledge of building construction and basic municipal infrastructure. ▪ Sound judgment and excellent decision-making skills. ▪ Superior analytical and problem-solving skills. ▪ Excellent time management skills and demonstrated ability to prioritize multiple and changing demands. ▪ Proficiency in the use of computer applications such as Microsoft Office suite, work order software, and asset management software.



Approvals:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approved By: _____
Manager

Approved By: _____
Chief Administrative Officer

Date: _____