



## Manager of Civic and Recreational Facilities

### People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

### Job Profile

Reporting to the Director of Risk and Facilities, the incumbent is responsible for directing the activities of the Facilities Management Section. Responsibilities include long and short-range strategic planning, financial resourcing (including capital and operating budgets), resource management and employee relations. Responsible for the maintenance, repair, and operation of all facilities within the Division's portfolio. Develops and implements long-range plans, programs and projects pertaining to the facility management function. Provides subject matter expertise and strategic direction in terms of risk mitigation, health and safety issues, and legislated requirements pertaining to facilities. In conjunction with the Manager of Community Emergency Planning, ensure facility building systems provide adequate emergency preparedness response capabilities. Responsible for developing and maintaining all service-level contracts at all City facilities. Collaborates with representatives of other city departments to ensure project implementation and program success. Close affiliation with Parks, Recreation and Culture, Asset Management, Reality Services, Building Design and Construction staff to ensure coordinated program success.

Working with the Recreation and Culture Division the position will be responsible for the facility management of the new 112,000 square foot Cambridge Recreation Complex in Southeast Galt. The facility will house a 10 lane, 25M pool, warm water leisure pool, 3 FIBA gymnasiums, indoor track and more. This facility will be the keystone of an exciting new community hub. The 32.5 acre join-use campus will offer educational, recreation and cultural activities for all ages in a rapidly developing community. Project completion is scheduled for fall 2026.

### What you will be doing

- Responsible for negotiating and compliance monitoring of building maintenance service level agreements for all City and partner facilities.
- Assumes overall responsibility for managing the activities of the Facilities Management, responsibilities include; building security, environmental systems, as well as developing, monitoring and coordinating preventative maintenance programs, minor renovations and repairs involving City and partner facilities.
- Assumes consultative role with other municipal staff including building operators and program supervisors for all facilities. Provides expertise with respect to development of policies/operational manuals/protocols pertaining both to new and existing capital facilities. Guidance and direction pertain but not limited to building environmental considerations such as: designated substances, electrical issues, life safety issues and repairs/renovations.
- Acts as the key facilities representative for the Corporate Asset Management strategy. In conjunction with Asset Management and Building Design and Construction representatives, as well as with representatives of user departments, provides input to long range facility

maintenance and capital renewal. Ensures corporate sustainability of all City and partner facilities.

- Prioritizes building systems maintenance for all City and partner facilities. Researches and analyzes building system requirements for all facilities. Co-ordinates work in compliance with all regulations and codes.
- Prepares, and administers the Facilities Management Section operating and capital budgets for all City and partner facilities, based on negotiated facility maintenance service level agreements. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. In accordance with the provisions of negotiated facility maintenance service agreements, recommends appropriate contracted services and/or staffing levels.
- Creates and co-ordinates processes for identifying and evaluating risk. Develops and implements controls and strategies to minimize hazards. Implements, monitors and evaluates risk management program with respect to building management and operations functions.
- Responsible to ensure that Facilities Section activities involving City and partner facilities are undertaken with adequate communication with stakeholders so as to be responsive to the needs of facility managers, supervisors, tenants as well as other stakeholders.
- Manages a variety of contracts, including landscape, custodial, electrical, mechanical, HVAC, alarms, and plumbing. Ensures contracted work is undertaken in compliance with contract specifications.
- Manages the work of the Facilities Section staff. Assigns work activities, projects, and programs. Reviews and evaluates work products, methods, and procedures. Meets with staff to identify and resolve problems. Selects, trains, motivates and evaluates assigned personnel. Provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Conducts the formal selection of required consultants and maintenance contractors. Reviews plans and specifications for major construction and renovation projects associated with all City and partner facilities. Provides technical consultation on specific facility needs and issues.
- Ensures employees work in compliance with the Occupational Health and Safety Act, regulations, and Corporate Health and Safety Policies and Procedures. Takes every reasonable precaution to protect workers. Responsible for ensuring required staff training and licensing remains current.

## **Education**

- Undergraduate Level - Four years in Architecture, Engineering, Recreation or a related field or relevant work experience
- Certified Building Technician Certificate (CBT)
- Certified Aquatic Technician (CAT) and/or Certified Pool Operator (CPO)

Assets: Any of the following (preference given to applicants who possess any of the following:)

- Certified Recreation Facilities Professional (CRFP) or in progress
- Facilities Management Professional (FMP)
- Property and Facility Management Experience
- Basic Arena Refrigeration

## **Experience and Knowledge**

Minimum five (5) years' experience in Property and Facility Management including Supervisory Level.

## **We will ask you for these items if you are hired**

Proof of your current and valid certificate(s) and/or educational qualifications.

Supervisor Health and Safety Awareness Training Certificate from the Ministry of Labour (may be obtained post offer)

Valid G driver's license.

## **Your compensation**

- Annual salary range of \$114,005 - \$139,030 (Non-Union Salary Scale, Grade 7)
- Comprehensive benefits package including extended health, dental, travel benefits; long term disability; accidental death and dismemberment and life insurance.
- Enrolment in Ontario Municipal Employees Retirement System (OMERS).

## **Hours of work**

Monday to Friday – 8:30 a.m. to 4:30 p.m. (35 hours per week)

## **Advertisement expiration date**

Interested candidates should apply at [www.cambridge.ca/careers](http://www.cambridge.ca/careers). This posting will close on February 7, 2025.

## **Accommodation needs and protection of privacy**

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact [HRServices@Cambridge.ca](mailto:HRServices@Cambridge.ca) to make your needs known in advance.

For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.