

General Manager, Facilities and Energy Management

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Resumes are being accepted for the role of General Manager, Facilities and Energy Management. Reporting to the Deputy CAO of Infrastructure, Development and Enterprise Services, the General Manager leads a multifaceted department responsible for planning, organizing, and managing all aspects of municipal facility maintenance, building repair, accessibility (AODA), complex capital projects, and initiatives driven by the Energy and Climate Change Office focused on optimizing efficiency and sustainability.

Key duties and responsibilities

Leadership:

- Provide visible and positive leadership, developing and nurturing a work environment that is inclusive, respectful and motivating for staff.
- Foster a highly engaged team environment, which promotes continuous learning, professional development and innovation.

- Participate in strategic planning for the Service Area as a member of the IDE Services leadership team.
- Provide leadership on corporate initiatives and guide departmental responses to community, provincial, and federal mandates.
- Maintain good working relationships with all stakeholders, including all levels of management and staff, Mayor and members of council, external partners, and the community.

Department Management:

- Establish long-term direction for the department consistent with the City of Guelph's Strategic Plan.
- Establish the annual work plan for the department and for staff, evaluate performance, monitor results and provide coaching, training and development opportunities as needed.
- Ensure compliance with Collective Agreements, City policies, Council resolutions, City by-laws, and other applicable federal and provincial legislation.
- Establish policies, operating procedures, work methods and standards for the department and contracted services; monitor performance and initiate corrective action as required.
- Track best practices, technical trends, developments and advances on an ongoing basis.
- Proactively communicate departmental programs and achievements to Council, the community, and all stakeholders.
- Lead planning, design, and execution of complex capital facilities projects, including oversight through steering committees and alignment with the City's 10-year capital program.
- Manage municipal building operations, including asset lifecycle, preventative maintenance, and AODA compliance upgrades, along with corporate energy retrofit initiatives.
- Ensure all policies, procedures and business continuity plans are in place in the event of a major emergency or natural disaster.
- Effectively negotiate, analyze and resolve contract issues, and represent the department in public forums and meetings.
- Provide leadership for the design and construction of complex capital facilities projects of City owned buildings and facilities.
- Champion sustainable municipal infrastructure funding based upon life cycle costing principle.
- Respond verbally and in writing regarding issues related to the department's service delivery from members of Council, the general public, media, other staff, departments, and customers.
- Recommend staff reports and presentations to the Deputy CAO, communicating information and recommending program changes.

Financial Management, Performance Monitoring and Measurement:

- Responsible for the preparation, presentation and management of the department's capital and operating budgets; monitor and report budget variance to the Deputy CAO; implement corrective action as required.
- Analyze and optimize revenues and pursue grant funding to complement existing budgets.
- Consolidate and review departmental annual work plans and budget with recommendations to the Deputy CAO.
- Ensure compliance with all City policies and bylaws for purchasing/tendering.
- Review calls for tender and purchase requisitions requiring approval for the department on contracted services in accordance with established policies.

- Establish a quality assurance program to monitor the department's annual performance against established departmental key performance indicators and industry best practices. Make recommendations and take corrective action as required.

Qualifications and requirements

- Completion of post-secondary education in Civil Engineering, Architecture, Environmental Science, Facilities Management or a related field. Candidates with an equivalent combination of education and experience may be considered.
- Extensive experience in facilities operations, capital project management, and energy conservation.
- Experience **leading large-scale infrastructure projects**, including planning, design, and construction.
- Progressive leadership experience in a unionized environment, including labour relations and collective agreement interpretation, along with considerable experience leading and motivating staff.
- Proven ability to develop and manage capital and operating budgets, negotiate contracts, and oversee vendor relationships to ensure cost-effective service delivery.
- Ability to initiate, develop, influence and maintain collaborative relationships with a diverse group of stakeholders.
- Commitment to fostering an inclusive, empowering and accountable work culture.
- Excellent communication and presentation skills with the ability to communicate with all levels of staff, stakeholders and the general public.
- Ability to deliver results on strategic objectives through effective planning, team management and problem solving.
- Demonstrated commitment to continuous improvement and quality customer service.
- Extensive knowledge related to the requirements as set out by the following: Occupational Health & Safety Act, Ontario Building & Fire Codes, the Technical Standards and Safety Authority (TSSA), the Accessibility for Ontarians with Disabilities Act (AODA), and familiarity with requirements under the Public Sector Accounting Board (PSAB) for asset management and under Leadership in Energy and Environmental Design (LEED).
- Proficient with Microsoft Office (Word, Excel, Power Point and Outlook).
- Professional membership and/or designation as a P.Eng, CET, MAATO, CEM, or PMP is an asset.

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

Pay/Salary

Non-Union Grade 11: \$166,129.60-\$207,662.00

How to apply

Qualified applicants are invited to apply using our **online** application system by **September 3, 2025**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply

for this job” button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.