



Employment Opportunity

Posting Number: 2025-003

Position: Facilities Manager

Location: Manidoo Baawaatig Campus, Kenora, ON

Start Date: February 2025

Deadline: February 21, 2025

Wage: \$45.60/hour based on a 35-hour work week
Vacation leave, competitive benefits package and
registered pension plan (RPP) included

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor), ensure the posting number is included in any communication and on your application, to one of the options below. **Please note email is preferred:**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Marc McPherson, Director of Facilities at marcm@7generations.org.

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

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Facilities Manager

Job Description

General description

The Facilities Manager works in collaboration with the Director of Facilities and is responsible for overseeing the maintenance and operations of the Manidoo Baawaatig Campus facilities. This includes ensuring that buildings, grounds, and infrastructure are well-maintained, safe, secure, and compliant with all relevant regulations.

The Facilities Manager will supervise the custodian lead and maintenance teams, coordinate repairs and upgrades, manage budgets, and ensure that all operational activities run smoothly. The role also involves implementing and maintaining preventive maintenance programs, addressing emergency issues, and ensuring that facilities meet the needs of staff, clients, and visitors. Additionally, the Facilities Manager is expected to uphold high standards of safety, cleanliness, and efficiency across all facilities.

Qualifications and skills requirements

1. Completion of a 3-year post-secondary program in mechanical, electrical, civil, mechanical, architectural technology, or electrical engineering
2. Completion of a recognized apprenticeship program, Red Seal certification in an applicable trade is an asset
3. Advanced knowledge of maintenance practices and systems, asset management and capital planning
4. Experience in a supervisory position, preferred
5. One (1) year of experience in building operations and maintenance, preferred
6. An equivalent combination of relevant education and experience considered on a case-by-case basis
7. Experience with budget management and procurement processes
8. Strong leadership skills to motivate and manage staff effectively
9. Strong time management skills with the ability to prioritize and multi-task
10. Experience and proficiency with performing a wide range of maintenance and repair tasks, including but not limited to caulking, light fixture replacement, and troubleshooting of minor electrical, plumbing, and mechanical issues
11. Knowledge of occupational health and safety legislation and regulations and policies and procedures
12. Strong communication, problem-solving, and decision-making skills
13. Proficient with Microsoft Office (Excel, Word, Outlook)
14. Joint Health and Safety Committee Certification is an asset
15. First Aid certification is an asset

Supervisor: Director of Facilities

Job duties/responsibilities

1. Supervise and manage maintenance employees at Mandioo Baawaatig campus, including the Maintenance Coordinators, Maintenance Helpers, and external service providers
2. In collaboration with the Custodian Lead, supervise, recruit, train, and monitor custodial and maintenance staff to ensure high-quality performance, adherence to standards, and provide additional training as necessary.



3. Collaborate with the Director of Facilities to develop annual budgets, prepare capital plans, and align facilities management with strategic goals
4. Provide regular reports on property status, maintenance progress, and budget updates
5. Perform and oversee emergency and routine repairs on equipment, infrastructure, and grounds
6. Conduct mechanical, electrical, plumbing, carpentry, and general maintenance tasks, including troubleshooting and preventive maintenance
7. Plan and manage capital replacement projects, such as HVAC systems and roofing
8. Regularly inspect facilities and grounds to identify areas needing attention or improvement
9. Manage all aspects of property operations, including security, maintenance, landscaping, snow removal, and HVAC systems
10. Ensure compliance with safety regulations, building codes, fire safety, and relevant legislation
11. Develop, maintain, and update comprehensive emergency preparedness plans, including detailed evacuation procedures
12. Identify, address, and resolve security, and safety issues and participates in resolving accessibility concerns
13. Maintain heating, cooling, ventilation, fire safety, and emergency generator systems
14. Oversee inventory management for materials, equipment, and supplies
15. Schedule and prioritize work orders, custodial tasks, and preventive maintenance activities
16. Prepare and clean up event spaces, meeting rooms, and activity areas as needed
17. Address tenant needs and collaborate with all stakeholders to ensure needs are met and space is adequately maintained
18. Manage access to facilities, including locking/unlocking doors and patrolling grounds
19. Oversee outdoor grounds maintenance, including snow removal, weed control, and sprinkler systems
20. Perform cleaning tasks such as trash removal, restroom sanitation, floor care, and minor repairs
21. Maintain accurate records of space conditions, maintenance activities, and warranties
22. Request quotes, supervise work, and approve invoices for contracted services
23. Prepare and maintain monthly reports, assisting with budget preparation and risk management
24. Perform other duties as assigned

Relationships

Internal

1. Interact with employees and students at Seven Generations Education Institute

External

1. Work with representatives from other contracted services
2. Work with community organizations and partners
3. May interact with members of the public on occasion

Working conditions

1. Work is primarily indoors in a shared office setting, with occasional exposure to moderate noise levels
2. Work may involve exposure to outdoor weather conditions to complete repairs in all weather conditions



3. On rare occasions, there may be exposure to challenging behaviors from students or members of the public
4. Standard workday is seven (7) hours, with occasional overtime as required
5. The work environment can be demanding and occasionally stressful, requiring adaptability and resilience
6. Occasional lifting of up to 75 lbs may be required, with appropriate health and safety measures in place
7. Occasional travel may be required to other locations
8. Work involves extended periods of sitting at a desk, but with the ability to change positions and take breaks to ensure comfort
9. Work requires regular ability to move around the campus including lifting, climbing, reaching, and bending
10. The nature of the work requires a high degree of manual dexterity to operate equipment and perform tasks
11. A high level of concentration is required for prolonged periods, ensuring accuracy and attention to detail

Conditions of Employment

1. Must provide a satisfactory criminal background check
2. Must possess valid Class 'G' Driver's license and have access to reliable transportation