



DIRECTOR OF FACILITIES AND CAPITAL INFRASTRUCTURE

Hastings County, located in Central Ontario, just a short drive from the world renowned Sandbanks Provincial Park, is abundant in historical and natural wonders. The rural lifestyle remains strong here, and you will find our unique artisan and antique shops make for a wonderful day of shopping and exploring our small towns, villages and hamlets. Not to be forgotten is the thriving urban centres of Belleville and Quinte West nestled along the northern shore of the Beautiful Bay of Quinte offering an enticing waterfront trail, a state of the art marina and the new Shorelines Casino. Hastings County is the ultimate combination of urban and rural living.

Hastings County is a progressive, forward thinking municipality that prides itself on exceptional programs and processes to ensure employee Health, Safety and Wellness and to enrich the professional development of our staff.

In an effort to fulfil our mandate to Support People and our Communities a Dedicated Facilities and Infrastructure Department has been created. Applications are being accepted at this time for:

POSTING NUMBER: 2018-NON-FAC-110

This is a **Full Time, Non Union** position reporting directly to the **Chief Administrative Officer** responsible to work in collaboration with all departments to manage the operations, maintenance, renewal, repair and constructions of all municipal buildings and grounds. This is done through effective project management, coordination of financial and staff resources. The incumbent will contribute to policy decisions on key issues and act as spokesperson for the department to the CAO and Council.

REPSONSIBILITIES:

- Develop and maintain working facility infrastructure adhering to federal and provincial legislation including but not limited to the Occupational Health & Safety Act, Ontario Building Code, Municipal Act and related legislation.
- Direct strategic and business plans to enable managerial staff to utilize resources, implement strategy, prioritize project, prepare and manage budgets and evaluate programs.
- Supports the development and implementation of the County's Asset Management Plan (AMP).
- Prepare reports to Committee and Council and keep the CAO apprised of all facility construction, capital projects and maintenance operations.
- Provide guidance and coaching to staff and colleagues with respect to current County policies/procedures, provincial and federal legislation and other issues that may impact or change the methods and processes of conducting business.
- Oversee the preparation of the Departmental operating and capital budgets for presentation to the Finance Committee through the generation of reports, design and delivery of presentations and other related documentation.
- Manage the facilities capital budget and maintain cost control within the limits of the annual budget.
- Administer, plan and prioritize the functions and responsibilities of the department including maintenance and building operations for all corporate facilities.
- Develop goals, objectives, policies and procedures for facilities maintenance in collaboration with stakeholders.

- Develop, deliver and monitor building capital projects, improvements, retrofits, mechanical and energy upgrades.
- Coordinate a preventative maintenance program for the facilities and ensure that all facilities are kept in a safe, clean, attractive condition.
- Work collaboratively with the Purchasing Department to develop tenders, quotes RFP's as required.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health & Safety Act
- Role models positive attitudes and good work values, promotes and models all aspects of professionalism.
- Other related duties, as assigned

MINIMUM QUALIFICATIONS

Educational Requirements:

- University Degree in Civil or Construction Engineering, from an accredited engineering program, or applicable equivalent.
- Professional engineering designation preferred.

Previous Related Experience Required:

- 10 years experience in facilities operations and construction project management
- 5 – 10 years experience in management of financial and infrastructure assets
- 5 years experience in a supervisory position preferably in a unionized environment
- Detailed knowledge of Municipal, Provincial and Federal acts and legislation with respect to the design, construction and operation of municipal buildings and infrastructure including Long Term Care facilities. (building codes, technical standards, health and safety codes)
- Ability to read, understand and interpret technical drawings and specifications.
- Excellent organizational, interpersonal and communication skills; both verbal/written.
- Proven decision-making, problem solving and analytical abilities required.
- Strong organizational and leadership skills.
- Knowledge/ability to apply Microsoft Office software, AutoCAD and operate a wide variety of software programs.
- Valid "G" Driver's license and access to reliable transportation

Hastings County offers a competitive wage and fringe benefit package

Applications will be accepted by the undersigned until **4:00 pm Friday, April 27, 2018**

Please reference the **posting number** and your **name** in the subject line of your email and on all hard copy correspondence

Attn: Yvette Fournier

County of Hastings
Human Resources Department
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Belleville, ON
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e-mail: careers@hastingscounty.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.