



2023-NON-FAC-86

## Director of Facilities & Capital Infrastructure

COUNTY ADMINISTRATION BUILDING, BELLEVILLE, ON

Permanent Full Time

The County of Hastings has an opening for a **permanent full time DIRECTOR OF FACILITIES & CAPITAL INFRASTRUCTURE** for their Facilities & Capital Infrastructure Department. This is a Non-Union position reporting to the Chief Administrative Officer. The position participates as a senior staff member in the overall County Administration and is 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.

Hastings County is situated on the traditional territory of many nations including the Huron-Wendat and the Haudenosaunee peoples. The County also acknowledges the Mohawk and Algonquin nations whose traditional and unceded territory Hastings County is located on.

Geographically it is the second largest county in Ontario, stretching almost 160 kilometers from the Bay of Quinte in the south to the edge of Algonquin Park in the north. Including the cities of Belleville and Quinte West, more than 145,000 people make Hastings County their home. With easy access into the cities of Toronto, Ottawa and Montreal either by road or rail Hastings County is strategically located.

If you have a family, our elementary and secondary school systems provide high quality education through the Hastings Prince Edward Public and the Limestone School Boards. Hastings County is also proud to be the home of Loyalist College, one of Ontario's premier community colleges offering a wide range of diploma and degree programs.

Residents' health care needs are served by Quinte Health Care Corporation (QHC) and family health teams throughout the County. QHC runs three hospitals in the Town of Bancroft and cities of Belleville and Quinte West. It also owns and operates a hospital in Picton in Prince Edward County.

If you are urban focused, the cities of Belleville and Quinte West along the Bay of Quinte shoreline provide municipal services to more than 100,000 residents as well a wide range of shopping amenities, sporting venues and other cultural attractions. If rural living suits you best, Hastings County can meet your needs. Our 14 member municipalities have all that you will require including a range of housing types, shopping, entertainment, schools and access to outdoor recreational amenities including an extensive trail system that connects to other counties in our region.

### Duties:

- 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.

**Qualifications:**

- Post-secondary degree or diploma in Engineering, Building Systems Management, Facilities Management or an equivalent combination of relevant education and experience.
- 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.

**Salary Range:** \$131,439 – \$153,730 per annum, with excellent fringe benefits

**Hours of Work:** Normal Business hours plus after-hours availability. Must attend all County Council and Committee meetings as required. Hastings County Council has adopted a Remote Work Policy that supports hybrid work arrangements.

**CLOSING DATE:** March 27, 2023 by 4 pm

Qualified individuals interested in being considered for this position are invited to submit a resume and covering letter in one PDF document via email to:

Please quote **“2023-NON-FAC-86 – “your name”** in the subject line

**For a full description of job duties, qualifications or how to apply, please visit [www.hastingscountycareers.com](http://www.hastingscountycareers.com)**

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons 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. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.*