

Manager, Facilities

Main Library, Full-time Permanent, 35 hours/week

We are searching for an experienced and self-motivated individual to manage the operations and maintenance of our library locations. Someone who is well-versed in a variety of building trades and has experience managing projects and resources ensuring high standards of quality in building infrastructure and facilities services while maintaining excellent relationships internally and externally. **Interested?**

What you'll do:

Manage operations and maintenance including building security, HVAC, electrical, plumbing, mechanical, etc.

Maintain excellent relationships with service providers, contractors, City staff, Library staff and others

Diagnose and resolve wide variety of facilities-related issues at all library locations

Custodial duties including cleaning, supplies purchasing, deliveries, snow maintenance, etc.

Develop and maintain facilities-related documentation and monitor budget/expenses

Be on-call for facilities-related emergencies

What we're looking for:

Expert knowledge of building trades and property management including building automation systems, building codes, standards and legislation

Proven ability to independently manage a variable workload and set priorities

Strong interpersonal skills, conflict-resolution abilities and communication skills

Ability to perform a physically demanding job

Minimum 2-year college diploma/certificate plus 3 years' experience in building or trades management or equivalent

Valid driver's license and access to a vehicle

Schedule includes day shifts, Monday – Friday, 35 hours/week plus on-call duties.

Schedules are subject to change.

The starting wage is \$76,658.40 annually (level G). Benefits and OMERS pension provided. The ability to work at any library location is a requirement of this position.

To apply, please submit your cover letter and resume by **July 7, 2022** to jobs@wpl.ca.

The Waterloo Public Library welcomes applications from diverse backgrounds including Indigenous persons, Black persons, persons of colour, persons with disabilities, LGBTQ+ persons and others that will contribute to the broadening of our ideas and experiences. For persons with disabilities, accommodations will be available upon request for any aspect of the recruitment process.