



## Facility Maintenance Manager Town of Taber

The Town of Taber is seeking a qualified and highly capable professional to fill the management position of Manager of Facility Maintenance.

### THE POSITION:

Under the general direction of the Director of Engineering & Public Works, the Facility Maintenance Manager will provide quality service delivered in a professional manner. The Manager is required to develop project plans, purchase supplies, allocate resources, estimate and monitor job costs, assist staff in resolving work issues, and liaise with other departments, developers, contractors and utility companies in the coordination of projects. Considerable independent judgement and action are exercised in performing the work. The position will maintain and implement lifecycle programs for all buildings and building mechanical systems. Complex problems and policy matters will be resolved in conjunction with the Director of Engineering & Public Works.

The Facility Maintenance Manager maintains technical knowledge in various trades, ensures quality control, implements and monitors preventative maintenance programs, and checks and evaluates the work to ensure required results are achieved, while also providing excellent customer service to our citizens.

This position is a leadership role providing positive support and encouraging development of subordinates. As a Manager, you will lead, develop, coach, mentor and evaluate a team consisting of a Coordinator, Electrician, Municipal Staff and Contractors. You have a track record of leadership success in a progressive work environment, with proven project and people management, and strong organizational skills.

### PREFERRED QUALIFICATIONS:

- High school diploma or GED with post-secondary education.
- A Facility Maintenance Certification or equivalent would be considered an asset (BOMI Canada Certification SMA/SMT).
- A Trades Certificate or Technical Diploma is preferred.
- Building Operator 'A' certificate or 4<sup>th</sup> Class Power Engineering or higher.
- 5 - 7 years of related supervisory or lead role experience in facility maintenance.
- Knowledge of mechanical, electrical, building automation systems, plumbing, preventative maintenance and fire codes.
- Working knowledge of Microsoft Office, preventative maintenance software systems and AutoCAD software.
- Working knowledge of Alberta Health & Safety regulations and Occupational Health and Safety policies and procedures.
- Ability to communicate in both verbal and written format.
- Valid Class 5 driver's license.
- Standard First Aid and CPR/AED and other related safety courses.
- Ability to provide a clean Police Information Check

### SALARY:

An attractive salary is available commensurate with qualifications and experience, including full benefit coverage and Local Authorities Pension Plan.

**COMPETITION CLOSING DATE:** Open until suitable candidate found.

**Qualified candidates should submit a cover letter and resume to:**

Human Resources  
Town of Taber  
4900A – 50 St. Taber, AB T1G 1T1  
Fax: 403-223-5530  
E-mail: [hr@taber.ca](mailto:hr@taber.ca)  
Visit our website at [www.taber.ca](http://www.taber.ca)

*Only those applicants who are selected for an interview will be contacted.*