

Facilities Manager: Position Profile



The Facilities Manager will assist in the organization's mission, vision, and strategic plans as established by the Board of Directors under the management of the Executive Director. The Facilities Manager oversees the Fairhaven physical plant and grounds, including maintenance of facilities, equipment, infrastructure, and related systems, and providing general assistance to the Executive Director as time and abilities allow.

LEADERSHIP

- Provide guidance and instruction to staff and volunteers as required to accomplish the responsibilities of this position.
- Model servant leadership giving expression to the mission and values of Fairhaven.
- Contribute to fostering a relational environment marked by shared, sensitive, and sustainable leadership.
- Maintain and cultivate strong working partnerships and collaborative arrangements with relevant contractors and service organizations.
- Advise the Executive Director on all matters related to the facilities, equipment, utilities, and grounds.
- Serve as the liaison between Fairhaven and the assigned project manager in any capital expansion plans for the Fairhaven village.
- Coordinate the development of all safety and security protocols and measures for the Fairhaven village and surrounding property.
- Organize and supervise volunteers and volunteer groups who contribute to the Fairhaven village and surrounding property.

DAY-TO-DAY OPERATIONS

- Oversee the day-to-day maintenance and upkeep of the facilities, property, grounds, and related systems.
- Facilitate timely and appropriate responses to system failures and staff/guest reports of maintenance needs across the Fairhaven village.
- Secure and oversee contractors/sub-contractors/tradespeople for maintenance projects as necessary.
- Share the on-call responsibilities on a rotational staff basis, including assistance with the after-hours needs of guest experiences and facility operations.
- Develop and implement a schedule for proactive annual maintenance, safety, and security inspections of all Fairhaven facilities.
- Ensure compliance with applicable legislation (building, fire, environmental, accessibility, health, and safety, etc.), including maintenance of necessary certifications and training, as required by federal, provincial, and local regulations.
- Upkeep of the maintenance facilities, including an inventory of relevant building supplies and tools.
- Manage the maintenance of all Fairhaven equipment and vehicles.
- Other related duties as specified by the Executive Director or his/her designate.

PERSONAL AND PROFESSIONAL DEVELOPMENT

- In keeping with the mission and values of Fairhaven, the Facilities Manager will intentionally and consistently pursue personal and relational health; physically, emotionally, mentally and spiritually in keeping with appropriate Sabbath rhythms.
- Acknowledging the shared relational and spiritual fellowship inherent in serving at Fairhaven, the Facilities Manager will intentionally and consistently support the personal and relational health of fellow staff members.