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Position Title:	<b>Facility Maintenance Manager</b>
Department:	Bayside Corporate
Salary:	Remuneration based on education and experience
Term:	Full-Time
Hours of Work:	Weekdays (8:30 am – 4:30 pm)
Location:	86 Bayside Road, Afton Station, Nova Scotia, B0H 1A0
Reports To:	Bayside C.E.O
Supervises:	Custodial Personnel
Closing Date:	September 15, 2023, at 12:00 pm

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### **Job Summary**

Bayside Corporate is seeking a Facility Maintenance Manager. Reporting to the Bayside C.E.O, the position is responsible for general maintenance of the building, and act as the on-site liaison between the service trades and Bayside Travel Centre. The position will coordinate repair work, monitor building systems, address worksite issues, and ensure the worksite is operationally safe. The position can schedule and manage location-support contractors (cleaners, plumbers, fire technicians, etc.) as needed for the building. Reviews and inspects work done by contractors. Additionally, this position oversees the custodial staff, and liaises with other onsite Managers.

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### **Job Duties**

Tasks & Responsibilities of this position include:

- All duties and responsibilities normally performed by site security personnel.
- Daily supervision of Security Personnel, oversee scheduling requirements, security assignments, incident reporting and patrols.
- Oversee and assist in monitoring all sensitive areas and controlled access points.
- Respond and assist with security & life safety related requests.
- Respond to emergencies and co-ordinate activities in accordance with established policies.
- Coordinate any initial security response to any incident in the absence of any senior management.
- Ensure staff compliance with all logbooks, posted memos, written or verbal instructions and policies are read, acknowledged, and understood by all staff.
- Complete daily supervisory inspections.
- Oversee staff operation and compliance of memo books, security uniforms and equipment.
- Ensure security personnel attend training and professional development sessions.
- Ensure all Security reports are completed to site standards and filed appropriately.
- Provide feedback to improve the process in the protection of assets.
- Ensure that proper procedures are observed relative to reporting of liability claims and completion of occurrence reports.
- Maintain communications with law enforcement agencies, fire prevention personnel, and EHS personnel.
- Help implementation of emergency procedures, disaster recovery plans, building access control, security systems, reports, and recommendations.
- Any other tasks as directed by the Security Manager and/or General Manager.

### **Required Knowledge, Skills, Abilities, Education, and Experience:**

- Technician/Technologist, or a combination of education and work experience.
- Knowledge in MS Office (Power Point, Word, Excel).
- 1 year of planning/construction support related experience is an asset.
- Strong problem-solving, teamwork and ability to develop and foster strong working relationships.
- Strong sense of integrity, ethics and desire to positively impact the environment.
- Strong communication skills, written and verbal.

### **Other Notable Job Requirements**

- Be aged 19 or older, and a permanent resident of Canada or a Canadian Citizen.
- Not have a criminal record for which a pardon has not been granted.
- Be able to provide fingerprints and complete a criminal record check.
- Attend training, participate in meetings, and complete professional development sessions.

### **Competencies**

Key qualifications and skills to be successful include, but are not limited to:

- Knowledge of electrical, Heating, Ventilation and Air Conditioning (HVAC), and building automation systems.
- Ability to view and correct building systems on-site and remotely.
- Knowledge of building and construction codes.
- Thorough and dependable.
- Ability to work well with minimal supervision.
- Ability to provide meaning direction, instruction, and supervision of custodial personnel.
- Ability to complete and post custodian schedules.
- Organized, detail oriented, and possessing a natural customer focus.
- Strong communication skills.
- Proficient understanding of floor plans, drawings, building layouts.
- Ability to read engineering drawings is an asset.
- Financial responsibility.
- Ability to project manage small teams and drive contractors to completion.

### **Work Conditions**

- Interaction with employees, upper management, and the public at large.
- Flexible hours, including nights, weekends, and holidays.
- Attendance and conducting of presentations.
- Able to respond to workplace emergencies if required.

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### **Consideration**

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. Only those applicants who qualify for an interview will be contacted. The successful candidate may be required to submit a current criminal record check. Should there be no fully qualified applicants, this position will not necessarily be reposted. If you wish to be considered for this position and meet most of the requirements, you are encouraged to apply at this time.

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Interested applicants may submit a Resume and a detailed Cover Letter highlighting the most relevant qualifications and experience to:

**robert.wolfe@paqtnkek.ca**

**Robert Wolfe**

Human Resources Director  
Paqtnkek Mi'kmaw Nation  
7 Dillon Street  
Afton Station, Nova Scotia  
BOH 1A0