

Facilities Manager

Rockway Mennonite Collegiate, a dynamic Christian Anabaptist school (280 students in grades 7-12) that walks with students as they become responsible, compassionate and globally-minded learners, invites applicants for position of **Facilities Manager**.

The successful candidate will:

- Be sympathetic to the school's Mennonite and Christian faith traditions;
- Be a collaborative member of the Rockway team, demonstrating inclusivity and compassion;
- Display the virtues of the Rockway Student and Graduate Vision;
- Manage all current facility needs;
- Facilitate long-term planning and budgeting for facility maintenance and upgrades;
- Manage maintenance and custodial staff and third-party contractors;
- Enjoy working in an active school environment; and
- Be committed to continuous learning and improvement.

Required Skills and Attributes:

- 3+ years' experience in senior level facilities management role;
- Experience managing budgets and long-term capital planning;
- Working knowledge of building structures and systems;
- Experience supervising staff;
- Prior WHMIS and Health and Safety training and experience an asset;
- Proficiency in English, excellent written and verbal communication skills;
- Exceptional organizational and planning skills;
- Excellent computer skills including such programs as Google, Microsoft Word and Excel;
- Ability to effectively manage multiple tasks in a fast-paced environment;
- Respect for confidentiality of information; and
- Valid G drivers licence, B licence an asset.

Working Conditions:

- This is a salaried position (0.80 FTE moving to full-time);
- Includes office tasks and hands-on maintenance tasks, including extended periods of sitting, standing and/or walking and repetitive movements;
- May include lifting and carrying (up to 34 kg/75 pounds);
- May include occasional evening hours; and
- May include working with hazardous materials.

An acceptable Police Vulnerable Sector Check is required.

Rockway is proud to provide all employees a living wage and benefits for half-time or greater positions.

Rockway is committed to accommodating applicants with disabilities throughout the hiring process and to maintaining an inclusive work environment. Please let us know at the time of contact if you require accommodation and provisions will be arranged.

Resumes and cover letters are to be submitted to employment@rockway.ca. Applications will be accepted through March 4, 2019.

While Rockway values all applicants, only those candidates selected for an interview will be contacted.