



Competition # 26-223

**FACILITIES MANAGER
Office of the Superintendent
Miramichi, NB**

As part of the facilities team, Facilities Manager is responsible for the planning and maintaining of plant operations and maintenance of schools and other district properties. Under the direction of the Director of Finance and Administration: The Facilities Manager is responsible for the strategic planning, operation, maintenance, and management of all school facilities and district properties. The Facilities Manager ensures that all buildings and grounds provide a safe, healthy, efficient, and compliant environment for students, staff, and visitors. This position provides leadership and oversight to custodial, maintenance, trades, and administrative support personnel while managing financial resources, capital projects, maintenance programs, regulatory compliance, and stakeholder relationships across the district.

Key Responsibilities

Leadership and Personnel Management

- Provide leadership, supervision, and support to assistant managers, custodial, maintenance, trades, and administrative staff.
- Develop and implement staffing plans, work schedules, performance standards, and operational procedures.
- Establish hiring, onboarding, training, and professional development programs.
- Conduct performance evaluations and support employee growth and accountability.
- Ensure compliance with collective agreements and participate in discipline and grievance resolution processes.
- Foster a respectful, inclusive, and psychologically safe workplace culture.

Facilities Operations and Maintenance

- Direct the operation, maintenance, and repair of all district facilities and related infrastructure.
- Plan, prioritize, and oversee maintenance activities using computerized maintenance management systems.
- Ensure all facilities operate efficiently and meet required standards of service.
- Coordinate emergency responses related to building systems, environmental concerns, and health and safety issues.
- Ensure compliance with applicable building codes, fire regulations, environmental legislation, and occupational health and safety requirements.
- Assist regulatory agencies and inspectors during facility inspections and audits.
- Prepare and manage service contracts, tenders, and vendor agreements.



Financial and Capital Asset Management

- Develop, monitor, and control departmental operating and capital budgets.
- Manage expenditures related to staffing, maintenance, repairs, utilities, custodial operations, and contracted services.
- Prepare capital budget submissions and long-term facility plans.
- Oversee renovation, repair, and capital improvement projects from planning through completion.
- Develop project cost estimates and secure resources required to address facility priorities and emergency situations.
- Support energy conservation initiatives and cost-effective facility operations.

Stakeholder Relations and Communication

- Serve as the primary contact regarding facility-related matters within the district.
- Prepare technical reports, cost analyses, and recommendations for senior leadership.
- Liaise with school administrators, government departments, contractors, municipalities, community organizations, and regulatory agencies.
- Represent the district at project meetings, public consultations, and stakeholder engagements.
- Respond to inquiries regarding facility operations, maintenance, and capital projects in a professional and timely manner.

Strategic Planning

- Contribute to the development and implementation of district-wide facilities strategies and operational plans.
- Maintain accurate records and reporting related to facility conditions, maintenance activities, and capital assets.
- Identify opportunities for continuous improvement, operational efficiencies, and sustainable facility management practices.

Other Duties

- Perform additional duties as assigned that support the effective operation of district facilities and services.
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Required Qualifications

- University degree or community college diploma in Engineering, Engineering Technology, Facility Management, Construction Management, or a related discipline.
 - Minimum five (5) years of progressive experience in facilities management, physical plant operations, construction administration, or building systems management.
 - Demonstrated experience supervising diverse teams and managing multiple priorities in a complex environment.
 - Strong knowledge of building systems, maintenance practices, construction processes, and regulatory requirements.
 - Experience developing and managing operating and capital budgets.
 - Excellent written and verbal communication skills.
 - Proficiency with Microsoft Office and computerized maintenance management systems (CMMS).
 - Exceptional communication, interpersonal, and relationship-building skills, with the ability to work effectively in a complex environment involving multiple employee groups, unionized workplaces, school administrators, and diverse stakeholders.
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Preferred Qualifications

- Public sector or educational facilities management experience.
 - Completion of management or leadership development programs.
 - Experience with collective agreement administration and labour relations.
 - Familiarity with PSAC and CUPE 1253 collective agreements and public procurement processes.
 - Knowledge of sustainability and energy management initiatives.
 - The successful candidate must be an active listener who values collaboration and teamwork, is adaptable and solutions-focused, and can confidently provide direction, address difficult issues, and make sound decisions when required.
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Core Competencies

- Leadership and Team Development
 - Strategic Thinking and Planning
 - Financial Management
 - Project Management
 - Communication and Relationship Building
 - Problem Solving and Decision Making
 - Regulatory Compliance
 - Organizational Effectiveness
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Working Conditions

This position requires travel between district facilities, participation in emergency response situations, and attendance at meetings outside regular working hours when required.

Salary: This position is a PSAC position and falls under **Pay Band 6 SBO (\$84,630 to 111,826 annually as of October 1, 2026)**

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Subject to the response of this competition, education and/or experience requirements may be changed. Thank you in advance for applying. Only those selected for an interview will be contacted.

Please apply directly online at <https://asdn.simplification.com/> Competition closes **Tuesday July 14, 2026, at 12:00 noon.**

We are an Equal Opportunity Employer, and we promote a scent-free environment.