

Job Posting

Facilities Manager

Competition #: NU-2026-02

Position Type: Thirty-five (35) hours per week – Permanent

Schedule: Mainly Weekdays
(potential for occasional weekend/evenings as per operational needs)

Salary Range: \$90,000 – \$105,000

Closing Date: Open Until Filled

Do You Enjoy...

- Taking pride in creating safe, welcoming, and accessible spaces for staff, patrons, and the community?
- Leading building operations and ensuring facilities run smoothly and efficiently?
- Managing maintenance, repairs, renovations, and capital improvement projects from planning through completion?
- Coordinating contractors, vendors, and service providers to achieve high-quality results?
- Solving problems and responding to facility-related issues in a practical and timely manner?
- Working collaboratively with staff across departments to support excellent public service?
- Identifying opportunities to improve sustainability, energy efficiency, and operational effectiveness?
- Analyzing facility needs and developing plans to support organizational goals and community expectations?
- Managing budgets, contracts, and procurement processes responsibly and effectively?
- Playing a key leadership role in a major multi-million dollar renovation of a landmark public building — the kind of project that defines a career?

If this sounds like you, Thunder Bay Public Library wants to hear from you. We are a multi-branch public library system at an exciting moment: we are launching a major renovation of our flagship Waverley Library branch, and we need an experienced, driven facilities leader to help make it a success — and to keep all of our spaces safe, functional, and welcoming for the tens of thousands of Thunder Bay residents who count on them.

Working with the Thunder Bay Public Library and the Community
POSITION DESCRIPTION

POSITION TITLE	Facilities Manager
UNION AFFILIATION	Non-Union
REPORTING RELATIONSHIP	Director of Resources

PURPOSE:

The Facilities Manager is responsible for the planning, management, and oversight of library facilities, building systems, and related operations to ensure safe, functional, accessible, and welcoming environments for staff and the public. The position leads the effective maintenance, security, sustainability, and capital planning of library facilities, while coordinating resources, contractors, and operational activities to support the Library's mission, service objectives, and evolving community needs.

ACCOUNTABILITIES:

1. Manages the physical infrastructure and maintenance functions including all HVAC, electrical and plumbing systems:
 - i) Evaluates existing building systems and develop action plans and recommendations with associated budgets to update key systems or processes.
 - ii) Reviews, schedules and administers maintenance and preventive maintenance programs including keeping records of documentation for preventative maintenance, security and safety programs that are aligned with Library Policy and other governing bodies including ESA, CSA and TSSA.
 - iii) Ensures that facilities meet government regulations and environmental, health and safety standards, advises on energy efficiency and cost effectiveness.
 - iv) Creates a welcoming, safe and aesthetically pleasing environment at all locations.
2. Coordinates and maintains facility security infrastructure including security cameras, building access systems; initiates all access and code changes.
3. Coordinates work activities with contractors and vendors. Ensures supervision and monitoring of projects to be on time and on budget.
4. Assesses departmental staffing needs including participating in recruitment and disciplinary processes.
5. Schedules and directs the assignment of work, personnel and equipment for the facilities; instructs cleaning and maintenance staff in the most efficient and effective methods of performing their duties.
6. Supervises multi-disciplinary teams of staff including maintenance, custodial and cleaning staff including staff development, performance management/review, coaching/mentoring, health and safety, collective agreement administration, discipline and termination decisions.

7. Participates in financial planning and budget management including project costing, budget forecasting and expense monitoring.
8. Plans and allocates space within buildings in collaboration with staff to meet identified community needs.
9. Serves as a knowledge bridge, with the ability to advocate, collaborate with others and keep stakeholders including management, staff and partners satisfied
10. Ensures compliance with legislation such as the Occupational Health and Safety Act, Ontario Building Codes, Fire Protection and Prevention Act, AODA, Human Rights Code and other relevant standards.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Additional duties, responsibilities and activities may be assigned from time to time as necessary.

Waverley Library Renovation — A Defining Leadership Opportunity:

The Facilities Manager will serve as a core member of the project management team for the multi-million dollar Waverley Library renovation — TBPL's flagship main branch. This is a rare and significant opportunity to shape a landmark public building for the Thunder Bay community. Responsibilities include coordinating all facilities and construction requirements, overseeing contractors and vendors, managing project budgets and timelines, and reporting to senior leadership throughout the construction period. A one-time project success bonus may be awarded upon on-time, on-budget delivery, subject to CEO approval.

A one-time project success bonus may be awarded upon delivery of the Waverley Library renovation on time and within approved budget, subject to CEO approval. Details will be outlined in a supplementary letter of understanding at the time of appointment.

QUALIFICATIONS:

The position requires:

1. Bachelor's degree or diploma and management experience in building operations or equivalent education and experience;
2. Over five (5) years of relevant progressive experience in facility maintenance and safety management;
3. Three (3) to five (5) years of experience in a supervisory capacity including leading, managing and coaching all maintenance staff in a unionized environment;
4. Proven interpersonal, listening, communication, presentation and collaboration skills utilized with staff, management, patrons, experts and laypersons;
5. Project management experience with a demonstrated record of strong leadership, PMP designation preferred; required for participation in the Waverley Library Renovation Project Management Team;
6. Ability to exercise sound judgement, be empathetic while managing conflict;

7. Proficiency with computer applications including Microsoft Office, information sharing technology, CAD would be an asset;
8. Must possess and maintain a valid and clean Ontario driver's license with the use of a personal vehicle will be required;
9. Must undergo a successful police record check; and
10. Health and Safety Level II certification is preferred.

What We Offer:

- Competitive salary, commensurate with qualifications and experience;
- Enrollment in OMERS defined benefit pension plan – one of Canada's leading pension plans;
- Comprehensive extended health and dental benefits;
- Generous vacation and paid leave;
- Professional development support and continuing education opportunities; and
- Mileage reimbursement for use of personal vehicle on Library business.

Application Information:

Please submit your cover letter and resume at your earliest convenience to kgunn@tbpl.ca. As the competition is open until filled, interviews will take place as applications are reviewed on a rolling basis. We encourage you to apply promptly.

Other Information:

For more information on the Thunder Bay Public Library, please visit our website at: <https://www.tbpl.ca/>

The TBPL is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to assess qualifications of applicants. Questions about this collection should be directed to the Chief Executive Officer.

The Thunder Bay Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process, if you require accommodation at any time throughout the recruitment process, please contact the HR Manager.