



An opportunity to Join Our Vibrant and Collaborative Team, where your contributions will make a lasting impact, and your growth supported every step of the way.

MANAGER OF FACILITIES AND CONTRACT ADMINISTRATION

Location: 87 John Street South, Aylmer, ON

Job Type: Permanent, Full-Time

Salary Range: \$70,996 to \$86,296

Application Deadline: **April 14, 2025 at noon (12:00 pm)**

About Us

At Malahide, we are proud to serve a vibrant community rich in heritage, culture, and deep agricultural roots, being one of seven lower-tiered municipalities within Elgin County in Southwestern Ontario. As an organization, we are committed to delivering exceptional customer service founded on principles of integrity, respect, and teamwork.

Guided by innovation and collaboration, we work together to find better, more effective ways to achieve our goals. Our efforts, in alignment with Council's strategic objectives, ensure that we contribute meaningfully to the growth and success of our community. Join us in making a difference, where your contributions will help shape a thriving and progressive future for the Township of Malahide.

Position Overview

We are seeking an experienced and results-driven Manager of Facilities & Contract Administration to oversee the operations, maintenance, and strategic planning of our facilities, while also managing contract negotiations and administration. This leadership role ensures that our facilities are safe, efficient, and aligned with organizational objectives.

Key Responsibilities

- Oversee all aspects of facility operations, maintenance, and lifecycle planning for buildings and infrastructure.
- Develop, negotiate, and manage contracts with vendors, suppliers, and service providers, ensuring compliance with procurement by-laws.
- Manage budgets for facilities and contracts, including cost analysis, financial reporting, and input for efficiencies and cost savings.



- Ensure regulatory compliance with building codes, safety standards, environmental regulations, and Accessibility for Ontarians with Disabilities Act.
- Lead risk assessments and implement strategies to mitigate operational risks.
- Manage facility-related projects, including renovations and new construction, ensuring timely and cost-effective delivery.
- Assist in the development and implementation of a comprehensive Asset Management Plan for all facilities, equipment, and infrastructure.
- Collaborates on research for funding opportunities and participates in grant submissions on Provincial/Federal Grants.
- Maintain positive and strategic community partnerships that enhance community engagement, improve service delivery or create revenue opportunities through facility use.
- Develop and implement policies for community access to facilities, ensuring fair and equitable use.
- Supervise and develop a team of facilities and building attendant professionals.

Qualifications

Education and Experience:

- 3-year community college program or equivalent in Facilities Management, Building Sciences, Civil Engineering, or Architectural Technology
- Certification with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
- Minimum 3 to 5 years progressive experience in facilities management and contract administration, with at least 3 years in a leadership role.

Knowledge, Skills, and Abilities:

- Extensive knowledge of facility operations, contract negotiation, and regulatory compliance.
- Strong leadership and team management skills.
- Proven ability to manage budgets, analyze data, and drive operational efficiency.
- Exceptional communication and negotiation abilities to foster strong stakeholder relationships.
- Proficiency in facility management software and Microsoft Office Suite.

Preferred:



- Construction Contract Administration or Project Management (PMP), or related credential.
- Experience in municipal or public-sector environments.

Why Join Us?

- Competitive salary and benefits package.
- Opportunities for professional development and career growth.
- A supportive, flexible work environment dedicated to community impact.
- Benefits and OMERS Pension.
- Hybrid work option.

[Click to Apply](#)

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Website](#)

A detailed job description is available upon request by contacting hr@malahide.ca.

Personal information collected will be used to assess career eligibility and will be maintained in accordance with the provisions of *The Municipal Freedom of Information and Protection of Privacy Act*.

The Township will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact the Human Resources Manager.

We thank all applicants, however, only those selected for an interview will be contacted.

Re-Posting Date: March 20, 2025