

Facilities Manager

Full-Time, Permanent, 1.0 Full-Time Equivalent (FTE)

As the Facilities Manager, you are responsible for overseeing the university's internal facility operations, including scheduling, coordination, and the day-to-day management of campus spaces. In this role, you ensure the efficient planning and execution of internal events, support optimal use of facilities, and provide leadership to the Facilities department. Working closely with the Hosting Manager, you uphold quality customer service, while ensuring well-maintained and accessible university spaces.

KEY AREAS OF RESPONSIBILITY

- Maintain an accurate university-wide schedule, including academic classes, internal events, and external bookings.
- Use EventPro and additional planning software to manage bookings, track availability, and generate reports.
- Alongside the Hosting Manager, identify rentable space and optimize usage for revenue generation.
- Coordinate internal event bookings in accordance with policy, including facilitating required approvals and confirming logistics.
- Serve as the main point of contact for internal event organizers, coordination support services (set up, take-down, Food Services, and Technology), ensuring communication and event success.
- Ensure proper communication of the facilities schedule to relevant stakeholders and prepare evening/weekend activity lists for Campus Hosts.
- Ensure compliance with permit requirements for internal events.
- Supervise Custodial staff, services, and manage related procurement of supplies.
- Supervise, train, and lead the Facilities department, ensuring high-quality customer service and operational efficiency.
- Provide leadership in implementing and maintaining health and safety policies and practices for all campus facilities. Participate in the Health and Safety Committee and collaborate across departments to proactively address safety concerns, ensure compliance with regulations, and support a safe campus environment.
- Oversee and manage campus access including building keys, access cards, and electronic doors.
- Coordinate with Student Life on student housing turnover during seasonal residence changeovers.
- Manage department expenditures as a signing authority.
- Recommend and implement process improvements to enhance operational efficiency and service effectiveness.
- Work with the Hosting Manager to ensure appropriate coverage for large internal and external events and campus tours.
- Alongside Human Resources, order and track first aid supplies and equipment.
- Assist with administrative tasks including requisitions and documentation for sustainability initiatives (Climate Smart certification).

WORKING CONDITIONS

This position involves a combination of administrative duties and hands on support, requiring physical activity such as lifting and moving furnishings for event logistics. The Facilities Manager position requires flexible availability, including occasional evening and weekend work, particularly during peak event periods. This position involves frequent communication with campus departments and internal stakeholders, requiring a professional, calm, and responsive approach to customer service.

WHAT YOU OFFER

- A commitment to the mission of CMU, and to its service in church and society.
- Post-Secondary education in a related field; a combination of education and experience may be considered.
- Minimum two (2) years management experience in facilities, operations, or hospitality management.
- Ability to lead and manage a department in a team environment with strong inter-personal and team building skills.
- Sound knowledge of health and safety standards.
- Excellent interpersonal and customer service skills.
- Working knowledge of facilities management principles, services, and operations
- Strong administrative and organizational skills, with attention to detail and time management.
- Proficiency in event management or scheduling software an asset.
- Ability to work independently, manage multiple priorities, and respond effectively to urgent and unexpected situations.

WHAT WE OFFER

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Contribution Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program
- Free Meal Program

HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to hrdirector@cmu.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Open until June 23, 2025.

Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.

If accommodations are needed, please send your request to hrdirector@cmu.ca.