



MUNICIPAL FACILITIES MANAGER

POSITION: MUNICIPAL FACILITIES MANAGER (full-time, OT as required)
SUPERVISOR: CHIEF ADMINISTRATIVE OFFICER
DATE REVISED: June 11, 2026
SUMMARY: The Facilities Manager is responsible for the management of the Russell Memorial Multiplex Facility (including arena, Bunge room & fitness centre), the George P. Buleziuk Centre, as well as other municipal spaces.

DUTIES:

1. To receive facility booking inquiries, coordinate contracts, collect deposits and payment for the same per policies.
 - To maximize opportunities for rental revenue generation
2. To ensure activities comply with municipal policies and procedures.
 - To have current knowledge of all relevant policies, procedures, and laws.
3. To provide maintenance and preventative maintenance of municipal facilities and equipment:
 - To eliminate or minimize downtime by ensuring preventative maintenance is performed as scheduled.
 - To ensure the facilities, equipment and spaces are in a clean, healthy, tidy and working condition with minimal disruptions to use.
4. To maintain a safe work environment.
 - To ensure the work environment complies with Workplace Health & Safety standards and government regulations.
 - To address safety issues within three days with urgent problems being addressed immediately.
 - The right to refuse if he/she deems work to be unsafe.
 - To complete incident reports and maintenance logs as required.
5. To meet performance criteria concerning operations.
 - To perform his/her duties at the highest level possible.
 - To be subject to a semi-annual performance evaluation.

6. To take training and education courses as may be required by the Municipality to comply with regulatory requirements.
7. To deal with the public in a courteous, respectful, and professional manner.
8. To work within the policies and guidelines of the Municipality of Russell Binscarth.
9. Assist other municipal departments as needed.
10. Other duties as assigned.

COMPETENCIES/REQUIREMENTS:

Skills:

- Effectively manage operations, assets and people
- Positive leadership style with strong customer service focus
- Experience or understanding of multi-use recreation facilities and spaces
- Ability to learn, understand and apply the municipal budgeting process
- Understanding of and ability to apply municipal policies
- To maintain positive and professional relationships

Knowledge:

- Experience in multi-use facility management and operations
- Experience managing, scheduling and directing staff
- Knowledge of Workplace Health & Safety regulations related to recreational facilities
- Experience operating a Zamboni
- Ice Plant Operator certificate (or experience operating an ice plant)