



Job Position: Facilities Coordinator

Temporary Full Time – 6-month contract with possibility of extension

Hours: 35-hour work week - Monday to Friday from 8:30 a.m. to 4:30 p.m.

Rate of Pay: **\$79,350 to \$98,020 per year**

Location: 1 Cameron St. E, Cannington, Ontario

An excellent career opportunity awaits you in the Township of Brock. If you want to work in a community that is set in one of the most beautiful natural settings in Canada and offers a great quality of life with all the amenities, this is the job for you! The Township of Brock, having a population of 12,567, is primarily a rural municipality situated on the shores of Lake Simcoe and is home to three urban centres, Beaverton, Cannington, and Sunderland.

The Township of Brock is accepting applications for the position of Facilities Coordinator to work under the direction of the Director Parks, Recreation and Facilities on a full-time basis. Some work outside of regular hours may be required.

Duties and Responsibilities:

- Manage and monitor activities of contractors and subordinates
- Respond to urgent and emergency situations involving Township facilities
- Participate in lease negotiations for Township facilities
- Ensure compliance with Occupational Health and Safety Act as well as Municipal Health and Safety Workplace programs
- Respond to inquiries and investigate complaints from the public and facility user groups
- Assist in preparation of annual operating and capital budgets for facilities
- Monitor expenditures and communicate variances from approved budgets to the Director Parks, Recreation and Facilities
- Prepare and issue tenders of equipment, supplies and maintenance related items
- Assist in the preparation of tenders for capital projects
- Research and recommend funding opportunities through grants and other funding sources
- Prepare and present reports to Council
- Serve as Harbour Master for Beaverton and Thorah Island Harbours, overseeing annual berthing slip agreements and overseeing all maintenance/repairs
- Recommend policy improvements

As part of the Parks, Recreation and Facilities team, this position involves providing supervision and mentorship, ensuring operational goals are met, and supporting professional development.

Qualifications and Skills:

- Post-secondary diploma or degree in Facilities Management, Project Management, Construction Management, or related discipline
- Minimum 3-5 years' experience in a relevant related position, preferably in a municipal environment
- Proficiency in personal computer applications, including Microsoft Office Suite
- Strong knowledge applicable legislations and policies
- Proven leadership abilities
- Committed to delivering efficient, responsive services
- Minimum Class G driver's license with an acceptable drivers abstract and access to a vehicle for use while conducting Township business
- Must meet the requirements of a competent person as defined in the Occupational Health and Safety Act.



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
(705) 432-2355

Preference will be given to candidates with supervisory experience, particularly those who have supported team development, conducted performance management, and contributed to the creation of standard operating procedures.

In addition to a competitive salary, the Township of Brock offers a comprehensive benefits package, which includes health and dental coverage, participation in the OMERS pension plan, paid vacation, and access to various employee programs.

Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **4:00 p.m. on Friday, July 18, 2025**, to:

Human Resources Department
Facilities Coordinator Competition
Township of Brock, 1 Cameron Street East, P.O. Box 10, Cannington ON, L0E 1E0

hr@brock.ca

The Township of Brock is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, Indigenous persons, persons of any gender identity and sexual orientation, and newcomers. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If you require accommodation at any time throughout the recruitment process, please contact **Human Resources** in advance at:

hr@brock.ca

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.