



Fogo Island Inn is an initiative of Shorefast, whose mission is to build cultural, ecological, and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The **Facilities Director**, is responsible for the planning and coordinating of installations, and commissioning repairs and refurbishments of all systems at Fogo Island Inn including electrical, plumbing, HVAC, and fire systems.

#### General responsibilities

- Monitors and keeps accurate records of all repairs and maintenance performed by technical team
- Ensures the implementation of continuous preventative maintenance programs
- Ensure tasks are scheduled, assigned and completed properly
- Responsible for ensuring the maintenance and cleanliness of all tools and equipment in Maintenance Department areas
- Establish proper inventories of materials, parts, and products
- Enforce and follow all applicable safety rules and procedures
- Must be neatly dressed, groomed, and uniform in good order
- Work in a collaborative and positive manner with all members of the team at the Inn
- Must be willing to work weekends and overtime, as necessary
- Other duties as necessary to enhance guest experience

#### The ideal candidate:

- Relevant education at the post-secondary level (degree or diploma), red seal certification, or equivalent experience
- Must be knowledgeable in the use of computerized programs and systems, including word processing, e-mail, and maintenance management software
- Minimum of five years experience supervising maintenance programs
- Valid Newfoundland and Labrador driver's license is an essential requirement
- Must be able to communicate effectively, both orally and in writing
- Maintains up-to-date records, produces accurate reports, and written recommendations
- Possess a demonstrated ability to effectively organize and lay out work programs

#### What we offer:

- An engaged, highly supportive, and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

#### To Apply:

Submit a cover letter & resume to [careers@fogoislandinn.ca](mailto:careers@fogoislandinn.ca) , subject line **"Facilities Director"**

Deadline for Applications: **Until Filled**

Questions about this position may be directed to: Amanda Decker-Penton, [amandadeckerpenton@fogoislandinn.ca](mailto:amandadeckerpenton@fogoislandinn.ca)

About Shorefast: [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.fogoislandworkshops.ca](http://www.fogoislandworkshops.ca)

About Shorefast & Fogo Island: [Strange and Familiar](#)