

ABOUT THE ROLE

Title: Facilities Maintenance Manager

Team: Maintenance

Location: Fogo Island, NL (on-site)

WHO WE ARE

Fogo Island Inn is a 29-room luxury hotel, built on principles of sustainability and respect for nature and culture. The Inn is a community asset, owned by the charity [Shorefast](#), and 100 percent of operating surpluses are reinvested into Shorefast's work to secure a resilient future for Fogo Island.

Who We Are

Shorefast is one of the largest social enterprise organizations in Canada, and our projects on Fogo Island, NL have garnered significant international interest including a feature on [60 Minutes](#) and in The New York Times' [52 Places for a Changed World](#). Shorefast works to test, learn, and share economic development practices that activate the assets of local places; we envision a world of prosperous economies that serve people, nature, and culture.

Learn more about us: fogoislandinn.ca

THE OPPORTUNITY

We are looking for a candidate who is ambitious, organized and possesses strong communication skills. The Facilities Maintenance Manager will focus on assisting with the development of long-term capital plans to maintain and/or improve facility systems. Reporting to the Director, Facilities Systems & Projects, this position will ensure tasks are scheduled, assigned and completed properly within the allocated budget, and will assist with maintenance and construction activities outside of the Inn in your field of expertise.

WHAT YOU'LL DO

- Manage and lead the daily, weekly, monthly and annual in-field activities of the maintenance team.
- Manage Routine, Preventive, Corrective and Emergency maintenance items and issues.
- Planning and coordinating installations, commissioning, repairs and refurbishments of all systems including electrical, plumbing, HVAC, and communications.
- Manage contractors and service personnel when they make site visits.
- Must be knowledgeable in the use of computerized programs and systems, e-mail and building & maintenance management software.
- Monitors and keeps accurate records of all repairs and maintenance performed by technical team.
- Establish proper inventories of materials, parts and products.
- Determine and create material and cost estimates for maintenance projects.
- Use payroll software to manage team payroll.
- Enforce and follow all applicable safety rules and procedures. Participate in safety training as required.

QUALIFICATIONS AND EXPERIENCE

- Relevant education at the post-secondary level (degree or diploma) or equivalent experience.
- Red Seal in any trade or equivalent experience. Designation in refrigeration, controls or plumbing considered a huge asset.

- Equivalent education and experience may be considered if they are sufficient to successfully perform the essential duties of the job such as those listed above.
- Valid Canadian driver's license is an essential requirement.
- The job requires a mix of sedentary office work and physical labor both inside and outdoors.
- Must be willing to work as required to solve and repair emergency maintenance issues as they arise.

WHAT WE OFFER

- Competitive salary
- Health and dental benefits, along with access to an employee assistance program for mental health support and work/life services
- Team member discounts within our businesses (Fogo Island Inn and Fogo Island Workshops)
- Relocation reimbursement
- Monthly cellphone plan
- Access to a team member work-out room, to support personal well-being
- An engaged, highly supportive, and collaborative environment that encourages creativity and curiosity
- The opportunity to work in a thriving social enterprise
- Continued learning and professional development training

TO APPLY

Please submit a cover letter and resume to careers@fogoislandinn.ca, with the subject line *Facilities Maintenance Manager*; Questions about this position may also be directed here.

Deadline for Applications: Until filled.

We are grateful for all applications, but only those selected for an interview will be contacted.

We endeavour to foster an accessible work environment and to ensure all in our care feel safe and valued. Please reach out if there is anything we can do to accommodate a more accessible or inclusive application process.