FACILITIES MAINTENANCE LEAD

Job description: To lead and execute the International Peace Garden facilities maintenance strategy in collaboration with the administrative office.

Responsibilities: Report to the CEO the overall strategy, budget and annual plans for facilities maintenance, including staff housing, in coordination with the strategic plan when applicable.

Develop and lead the facilities department hiring plan, employee interviews and orientations.

Perform daily preventative maintenance rounds as set in collaboration with the CEO.

Coordinate an on-call schedule for facilities emergencies.

Monitor and maintain all aspects of the IPG Water Treatment Plant and keep certifications up to date.

Ensure that all codes are met in relation to buildings, water treatment, air quality, and sewage.

Monitor an inventory of and make recommendations for purchase of buildings maintenance supplies, tools and equipment

Monitor and maintain records of service and/or repair of all equipment and appliances.

Provide project oversight to all infrastructure improvements at IPG

Develop and supervise a plan for locking, unlocking and overall security of buildings, including weekends.
Monitor and manage the collection of garbage and litter in and around buildings

Prepare all buildings for all seasons, including off-season events

Report state fleet incidents and requests immediately to the administrative assistant.

Work closely with the grounds manager on projects and duties that intersect.

Assist grounds manager in maintaining utilities in campgrounds.

Snow removal assistance, including occasional weekends.