



DIRECTOR OF FACILITIES

FAIR HAVENS CAMP & CONFERENCE CENTRE

Job Type: Full-Time, Salaried

Location: Onsite, Fair Havens Camp & Conference Centre
B2215 Durham Regional Hwy 48,
Beaverton, ON L0K1A0

ROLE:

To support the ministry of Fair Havens Ministries by planning for and maintaining all facilities and property in excellent condition.

RESPONSIBILITIES:

- Set daily, weekly, monthly, seasonal and annual maintenance schedules
- Hire and manage Assistant Maintenance manager, and seasonal staff
- Manage and oversee tasks for volunteers
- Oversee custodial services to ensure cleanliness and functionality of all facilities
- Track with and maintain clear records of all expenditures
- Create and maintain a system for anticipating equipment servicing, repairs, replacements and new purchases
- Create and maintain a system for anticipating, and budgeting for facility repairs, maintenance and replacement
- Ensure redundancy in crucial systems (eg have backup of key pieces of equipment (pumps, fuses, breakers, etc)
- Track with and maintain clear records of all expenditures
- Include planning for longer-term expenditures
- Develop plan for upgrades and purchases to be presented at Budget planning meetings
- Develop, maintain, communicate roster of duties, tasks
- Schedule regular meetings with team members for communication, addressing concerns and planning purposes

SKILLS AND QUALIFICATIONS:

- 5+ years in facilities management
- Experience in organizational management and team leadership
- Competencies in plumbing, electrical, lawn care and structure maintenance

Start Date: September 1st, 2025

Please forward the cover letter and resume to apply@fairhavens.org