



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 Camp & Conference Centre by planning for and maintaining all facilities and property in excellent condition. The Director of Facilities plays a vital role in supporting the mission of Fair Havens Camp & Conference Centre by ensuring that all property and facilities are maintained in excellent condition within a Christ-centered environment. This position is responsible for overseeing all aspects of property management, financial stewardship of resources, maintaining planning, project oversight, and custodial services, as well as leading teams of staff and volunteers in a collaborative and faith-based atmosphere.

RESPONSIBILITIES:

- Maintain daily, weekly, monthly, seasonal and annual maintenance schedules
- Hire and manage Assistant Maintenance manager, and seasonal staff
- Manage and oversee tasks for volunteers and staff
- Oversee custodial services to ensure cleanliness and functionality of all facilities
- Track with and maintain clear records of all expenditures to budget
- 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 back-up systems are in place (eg have backup of key pieces of equipment such as pumps, fuses, breakers, etc)
- Include planning for longer-term projects
- Develop plans for upgrades and purchases to be presented at annual planning meetings
- Develop, maintain, communicate roster of duties, tasks
- Schedule regular meetings with team members for communication, addressing concerns and planning purposes
- Computer skills including use of Microsoft Office Suite

SKILLS AND QUALIFICATIONS:

- 5+ years in facilities management
- Experience in organizational management and team leadership
- General competencies in all trades (eg plumbing, electrical, lawn care and structure maintenance)

Start Date: September 1st, 2025

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