

# FirstOntario Performing Arts Centre



FirstOntario  
PERFORMING ARTS  
CENTRE

## Facilities Manager

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Position Location:	Performing Arts Centre, 250 St. Paul Street St. Catharines, ON, Canada, L2R 3M2
Job Type:	Full-time, permanent.
Hours of Work:	40 hours/week, Monday through Friday. Evening and weekend hours may be required to accommodate business demands and position requirements.
Salary Range/Wage:	\$65,000 to \$75,000

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**The FirstOntario Performing Arts Centre (PAC) is building a team committed to strengthening our understanding of, and our relationship with, our diverse public. We are currently seeking a mechanically adept, hands-on leader to take on the role of Facilities Manager.**

### ABOUT THE PAC

Opening our doors in 2015, the FirstOntario Performing Arts Centre (the PAC) is a 95,000 square foot arts and culture hub located in downtown St. Catharines, Ontario, serving the Greater Niagara region. Owned by the City of St. Catharines, the responsibility of the safety and upkeep of the facility is a part of the scope of business that falls under the organization that reports to a Board of Directors. The centre features 4 separate venues under one roof as well as an outdoor performance space, and is supported by a team of 25 full-time, and 40 part-time staff and over 100 volunteers. Events showcase music, dance, theatre, film, comedy, speakers, meetings, and community gatherings, ranging from 200-800-person capacity. Built as part of a downtown revitalization and cultural renaissance plan, the PAC has become a home to local arts groups and organizations throughout the Niagara region. The PAC is also in a rich, long-term programmatic and operating partnership with Brock University.

The PAC provides a platform to share the artist's unique voice showcasing diverse stories, history and lived experiences. We believe that healthy communities are built through arts and cultural engagement and that our individual and collective identities are shaped through the stories told. We engage audiences across the Niagara region by showcasing local, national, and international artists. We also engage youth through school programming and work with social service organizations to remove barriers for under-served community members to experience the arts. Our community partnerships are built with Equity, Diversity, Inclusion at the forefront: partnerships with Brock University and various community organizations support work with local Black, Indigenous, Racialized and 2SLGBTQQIA+ artists.

Our mandate includes being a presenter and curator of live performing arts and entertainment, an economic driver for our city and region, and providing a vital support network for Niagara artists and arts organizations.

### POSITION SUMMARY

Reporting to the Director of Operations, the Facilities Manager is responsible for planning, overseeing, and performing day-to-day tasks associated with the security, fire safety, maintenance, and care of the Performing Arts Centre's (PAC) physical facility as well as direct the PAC's occupational health and safety program. As a working manager, the job incumbent must take a hands-on role in all aspects of building security, maintenance, and safety while also striving to continuously improve operations by proactively anticipating

future facility needs. Working collaboratively with key stakeholders, including, but not limited to the Engineering, Facilities and Environmental Services Department of the City of St. Catharines, the Facility Manager will successfully manage team members and outside contractors to accomplish multiple priorities including maintenance and capital improvement projects while upholding the PAC's mandate and organizational health and safety standards. Working in collaboration with the Director of Operations, the Facilities Manager will also assist with department budgeting, forecasting, scheduling, and planning.

To be successful in this position the Facilities Manager must be a self-driven, problem solver capable of managing projects and people.

## **KEY RESPONSIBILITIES**

### *Building Maintenance & Security*

- Oversee and coordinate all aspects of building maintenance, security, and safety requirements (e.g., renovations, updates to systems, plumbing, carpentry, equipment maintenance, BAS system, etc.) including the detection and reporting of faulty operations and/or defective material.
- Work collaboratively with staff at the City of St. Catharines to manage and monitor ongoing and special maintenance, repairs and mechanical services.
- Perform and/or oversee routine and complex preventative maintenance and corrective repair of the building along with its equipment, and exterior grounds as well as ensuring the safe and efficient operation of the building's automation systems.
- In accordance with company purchasing policies, ensure that service contracts are secured for all electrical, mechanical and HVAC systems as well as ensuring contracts are in place for maintaining the grounds year-round.
- Oversee maintenance schedules; ensure all required schedules are current and traceable.
- Prepare receiving dock for incoming vendors, maintenance contractors and deliveries.

### *Maintenance & Capital Projects Planning and Execution*

- Working with City staff, plan and anticipate facility improvement requirements, ensuring environmental sustainability of all new projects.
- Manage all aspects of new and future maintenance and capital projects from planning to completion, ensuring the PAC's purchasing policies and processes are followed.
- Prepare comprehensive purchasing documents, such as request for proposals (RFPs), to solicit bids for new and future capital improvements and/or maintenance projects ensuring accurate specifications for standard and specialized equipment and supplies.

### *Health and Safety*

- Create, write, and implement building safety plan including occupational, fire, facility, and public safety.
- Chair Joint Health and Safety Committee as Management Representative ensuring complete compliance with current legislation.
- Observe and document employee safety; investigate incidents, correct safety violations, commend safety adherence and conduct safety information sessions.
- Implement and maintain a program of regular inspections and risk assessments in common areas and work areas.
- Complete reports and maintain team member training records related to emergency, health & safety, and fire procedures.
- Ensure the PAC COVID-19 Protocols and public health guidelines are being followed at all times.

## QUALIFICATIONS

- Five (5) years' recent experience in managing the operation of a large, complex facility, required.
- Five (5) years' experience managing people, required.
- Previous experience on a Joint Health & Safety team; JHSC Part II Certificate, required.
- Fall Protection Certificate, required.
- College certificate or diploma in Health & Safety and/or Building Operations, preferred.
- A valid Ontario driver's license, Class "G", in good standing.
- In accordance with the FirstOntario Performing Arts Centre's Mandatory Vaccination Policy, proof of all required doses of a COVID-19 vaccine approved by Canada are required.

## KEY CANDIDATE COMPETENCIES

- Possess a sound understanding of building systems (i.e., HVAC, plumbing, mechanical, security), fire codes and safety regulations.
- Demonstrated experience writing a building safety plan that encompasses occupational, fire, facility, and public safety.
- Demonstrated time and project management skills.
- Capable of directing and leading a team while at the same time taking on an active, working role.
- Mechanically adept and highly skilled at operating hand and power tools.
- Proven history of budget development and management.
- Demonstrated proficiency in working with and overseeing computer applications such as BAS systems, security applications, access control software and Excel.

## OUR PAC EMPLOYEE PROMISE

Working at the PAC means embracing the values of collaboration, creativity, care, and continued learning. We offer a robust health and dental benefits plan including an employee assistance program and extended health care, pension plan, opportunities for learning and growth and vacation flexibility. The PAC is a casual, creative environment that offers an open-concept, pet-friendly workplace, supports flexible work schedules and believes in the importance of a healthy work-life balance.

## HOW TO APPLY

If you think your experience and career aspirations are aligned with this opportunity – please send your resume to [careers@hroffsite.ca](mailto:careers@hroffsite.ca).

The FirstOntario Performing Arts Centre is an equal-opportunity employer, and we believe that our organization is stronger when we have a team that reflects our region's diversity.

At the FirstOntario Performing Arts Centre, a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feels valued and respected. Managers commit to a nondiscriminatory leadership and provide equal opportunity for employment and advancement in their department, programs, and work environment. All the PAC employees will respect and value diverse life experiences and heritages and ensure that all voices within their team and the FirstOntario PAC are valued and heard.

We encourage applications from all qualified individuals and will consider accessibility accommodations to applicants upon request.