

## Facilities Manager

**Position Summary:** The Facilities Manager provides oversight and leadership for the maintenance, cleanliness, safety, and overall operation of the London Children's Museum's physical space located inside 100 Kellogg Lane. This role ensures that all building systems, health & safety protocols, and vendor partnerships function at the highest standard, supporting an exceptional visitor and staff experience. The Facilities Manager supervises the Facilities Coordinator and custodial team and leads vendor and contractor relationships. Our new team member will identify with and exemplify our organizational values which are: **Listen Closely, Stay Curious, Be Awesome, Be Helpful, Dream Big, Include Everyone, and Have Fun.**

**Position:** Permanent, full-time position at 37.5 hours/week; primarily daytime Monday-Friday; one weekend day per month, occasional evening and weekend work as required

**Reports to:** Executive Director

### Key Responsibilities:

#### Building & Systems Oversight

- Manage building operations in a busy, high-volume, public-facing environment, ensuring safety, reliability, and a positive visitor experience.
- Oversee functionality of major building systems (HVAC, lighting, fire alarms, security).
- Ensure preventive maintenance schedules are followed and documented.
- Coordinate specialized repairs and renovations with contractors and service providers.
- Maintain high standards for the aesthetics and accessibility of all museum spaces.
- Make minor repairs as needed.

#### Staff Leadership

- Supervise and support the Facilities Coordinator and custodial staff (approximately 8 part time staff members) including hiring, training, coaching, and scheduling.
- Ensure staff have the tools, resources, and direction needed to effectively complete their work.
- Ensure facilities task lists and training manuals are kept up to date.

#### Health & Safety Oversight

- Ensure compliance with all health & safety regulations.
- Ensure monthly safety inspections are completed and corrective actions are taken in a timely manner.
- Maintain and train staff in emergency preparedness and evacuation procedures.  
Serve on the Joint Health & Safety Committee.



#### Vendor & Contractor Management

- Source and manage vendors for maintenance, pest control, cleaning services, etc.
- Negotiate contracts and monitor contractor performance.

#### Administrative & Budget Management

- Develop and manage the facilities and maintenance budget.
- Oversee procurement and inventory of supplies, tools, and materials.
- Manage the work order system, ensuring timely resolution of maintenance requests.
- Maintain accurate records of inspections, repairs, and safety compliance.
- Coordinate building support for special events and programs.

#### Skills & Requirements:

- 5+ years of experience in facilities management, building maintenance, or a related role.
- Strong understanding of building systems, safety codes, and maintenance practices.
- Familiarity with health and safety legislation and Joint Health & Safety Committees.
- Proven leadership experience managing staff and vendors.
- Excellent organizational, problem-solving, and communication skills.
- Ability to work hands-on when needed and comfortable navigating between strategic planning and day-to-day tasks.

**Compensation:** \$53,000-\$60,000+ annual salary plus comprehensive health benefits package

**Apply:** Please submit your cover letter and resume to [recruitment@londonchildrensmuseum.ca](mailto:recruitment@londonchildrensmuseum.ca) by 11:59 pm on October 1, 2025.

*The London Children's Museum is committed to creating inclusive employment practices and work environments that celebrate the dignity and uniqueness of every individual. Every effort is made to reduce accessibility barriers during the candidate recruitment and selection process. Accommodations are available during every step of the hiring process.*