



An Affiliate of the Métis Nation of Alberta

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metiscrossing.org

Facilities Manager

Location: Métis Crossing, Smoky Lake, AB

Closing Date: Open until suitable candidate found.

Position Status: Full Time, Permanent

The Organization

Métis Crossing is Alberta's first major Métis cultural destination where we share and celebrate the Métis culture with all people! With its unique design that combines both traditional and contemporary Métis craftsmanship, The Lodge and Gathering Centre at Métis Crossing are a special blend of comfort, culture, and Métis history. Both offer scenic views overlooking the majestic North Saskatchewan River, the very route used by our Métis ancestors as they gathered at this very spot. The Lodge offers a Bistro for coffee and express breakfast, as well as a Lounge for cocktails and light snacks. A full-service banquet kitchen within the Gathering Centre also services events and the main restaurant.

The Opportunity

Métis Crossing seeks dynamic individuals for the position of a **Facilities Manager**. This is a full-time permanent position. The successful applicant will be responsible for overseeing and implementing the professional presentation and appearance of Metis Crossing. In-depth knowledge, understanding, and experience in overseeing groundskeeping, gardening, and building maintenance operations are highly valuable for the managerial role. Working as a part of the Facilities team, the Facilities Manager will work to ensure the campground, historic village, gardens, permaculture installations, trails, gathering center and lodge are properly maintained to optimally share the Métis story with the public.

Key Responsibilities

- Leading the maintenance team, with responsibilities including hiring, terminations, coaching, training, skills development, reward and recognition, and performance management.
- Drafting, implementing, and maintaining Asset Management Plan, Inventory, and Asset Use Policies and Procedures for all company assets and facilities.
- Establishing and maintaining a reliable network of facility and material handling vendors and suppliers for cost-effective and timely support and administering the onboarding process for these vendors in compliance with company policies and procedures.
- Maintaining a comprehensive filing system of all required documentation, manuals, parameters, and software necessary for the quality performance of the maintenance department.
- Utilizing Excel and other management software to track, analyze, and report on various aspects of the maintenance operations, including budgeting and scheduling.
- Ensuring all company and regulatory policies and procedures are adhered to, including safety standards and regulations.
- Setting short and long-term strategic goals for the overall maintenance department and working collaboratively with other departments and stakeholders to improve operational productivity, quality, and overall system reliability.

Preferred Qualifications

- Construction or Asset Management Diploma or Degree and relevant experience
- Advanced proficiency in MS Excel and other management software for tracking, analyzing, and reporting on various aspects of maintenance operations.
- Experience in managing and coordinating facility maintenance, with a focus on adherence to safety standards and regulations.
- Possession of relevant safety certifications, including WHMIS and First Aid.
- Valid Class 5 Drivers' License.
- Strong knowledge and commitment to safe working practices and regulatory compliance.
- Excellent problem-solving skills and the ability to oversee small to large projects.
- Ability to develop and implement asset management plans and maintenance schedules.
- Strong communication and leadership skills, with 3-5 years' experience managing diverse teams.
- Familiarity with Alberta Métis history and cultural diversity is beneficial, as well as an ability to promote an inclusive work environment.

Skills & Competencies

- Excellent oral and written communication skills.
- Experience managing diverse teams with varying cultural backgrounds and ages.
- Adaptability and resilience in response to changes in schedule and project scope.
- Strong attention to detail and quality assurance.
- Effective task prioritization and time management skills.
- Ability to lead and collaborate within a team, as well as delegate responsibilities.
- Capacity to thrive in a high-pressure, fast-paced, multitasking environment.

Other Requirements

- Availability to work a mixed schedule of days, evenings, and weekends.
- Ability to work at Métis Crossing in Smoky Lake.
- Clear Criminal Record Check required.

Employment Details:

- Schedule will include weekdays, weekends, and holidays.

What we Offer:

- A rich Indigenous cultural experience.
- Opportunity to work at the first Major Métis cultural destination.
- Personal development & career opportunities.
- Continued Training.

Please send your resume to employmentmc@metis.org

Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.