



Who We Are

Fogo Island Inn is an initiative of Shorefast, whose mission is to build cultural and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By ‘holding on and reaching out’, Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The Opportunity

The **Facilities Director**, based on Fogo Island, will direct and manage the Inn maintenance team while ensuring the implementation and operation of continuous preventative maintenance programs. Reporting to the Managing Director, the **Facilities Director** will preform a wide array of tasks to ensure smooth operation of the Inns facilities.

What You’ll Do

- Direct and manage the Inn maintenance team.
- Evaluate the team’s performance on an ongoing basis and make recommendations for hiring, discipline, and training of team members.
- Ensure maintenance team has adequate maintenance team coverage for Inn maintenance activity.
- Planning and coordinating repairs, maintenance, and refurbishments of all systems at the Fogo Island Inn with emphasis on the plumbing, HVAC, electrical, solar and communication systems.
- Must be knowledgeable in the use of computerized programs and systems, including word processing, e-mail and maintenance management software.
- Monitors and keeps accurate records of all repairs and maintenance performed by technical team.
- Manage contracts and site visits with vendors and contractors for site maintenance. Document all work performed on such visits.
- Create and adhere to annual maintenance budgets for labour, material, and vendor/contractor activity.
- Ensure all project and product information such as contracts, shop drawings, schedules, payment schedules, change orders, etc. are documented effectively and stored for permanent access.
- Ensure tasks are scheduled, assigned, and completed properly by the Inn maintenance team.
- Responsible for ensuring the maintenance and cleanliness of mechanical rooms, Maintenance office and maintenance equipment.
- Manage and implement payroll software for the Inn Maintenance Team.
- Establish proper inventories of materials, parts, and products.
- Enforce and follow all applicable safety rules and procedures.
- Other duties as required.

Qualifications you’ll bring

- Maintenance and/or Construction project management diploma or equivalent experience. An additional Red Seal or equivalent in any trade considered an enormous asset.
- Minimum of five years experience supervising maintenance programs.
- Training and/or familiarity with Building Automation Software an asset.
- Valid Canadian driver’s license is an essential requirement.
- Ability to coordinate and direct work for a multiple disciplined maintenance team.
- Must be able to communicate effectively, both orally and in writing.
- Be a proven and strong team player.

What we offer

- An engaged, progressive, highly supportive, flexible, and collaborative work environment
- The opportunity to work in a thriving social entrepreneurship environment
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization.
- Group Insurance Plan (including Health, Dental, Life & AD&D) and Employee Assistance Program
- Eligibility for discounts at Shorefast’s community enterprises, and at select Canadian hotels

Apply:

Submit **cover letter and resume** to careers@fogoislandinn.ca, subject line “**Facilities Director**”

Deadline, **until filled**.

Questions about this position may be directed to: careers@shorefast.org

We are grateful for all applications but only those selected for an interview will be contacted.

www.shorefast.org | www.fogoislandinn.ca | www.fogoislandworkshops.ca | www.fogoislandfish.ca | www.fogoislandarts.ca