



Job Posting

Manager of Community Facilities and Airport Operations

The Town of Moosonee is looking for a Manager of Community Facilities and Airport Operations. Moosonee, “the Gateway to the Arctic” is located on the Moose River in Northern Ontario. The municipality serves as the Transportation and Service hub for the James Bay Communities and has a population of approx. 2500.

Reporting to the Chief Administrative Officer (CAO), the Manager of CFAO is a member of the Senior Management Team and would be responsible for overseeing the maintenance and operations of all the Town’s facilities’ including the arena, fitness center, the Airport and buildings, the offices, properties and leases, and park lands. They would lead two teams at recreation and airport and would be responsible for ensuring that the residents of Moosonee have safe, clean, and accessible spaces to use for work and play. They would be engaging community and government partners to secure funding to develop spaces and maintain buildings, systems, equipment, and vehicles. They would work collaboratively within and outside the organization to identify opportunities, generate revenue, manage expenses, and ensure long-term community prosperity and Town sustainability.

Desired Qualifications, Experience, and Skills:

- A combination of education and experience in business, facilities management, maintenance, and/ or airport operations, or other relevant areas would also be considered.
- 5+ years’ management experience
- Municipal and/or Airport Operations experience is strongly preferred
- Experience with grant funding opportunities and budget management is strongly preferred
- Strong communicator over various mediums including reporting, applications, proposals, and interpersonal skills is required
- Must be a self-starter who is passionate about their community (Moosonee)
- Experience in property management and leases is preferred.
- Has a network of community partners within Moosonee is preferred.
- Proficient in computer applications such as MS Word, Teams, and Municipal software.
- Ability to follow policies, meet deadlines, function well under pressure, and respond to frequently changing demands and lead a team.
- Attendance at evening Council meetings is required when necessary
- Candidates must have a valid Ontario driver’s license.

This search will remain open until a suitable candidate has been identified

The Town of Moosonee offers a competitive compensation package (\$100k+) and excellent benefits, including the OMERS Pension Plan and travel benefit. Interested candidates are invited to submit a cover letter and resume via email to:

Victoria Hutchison, CAO, Town of Moosonee Email: cao@moosonee.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. The Town of Moosonee is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted.