



**Title: Facilities Manager**

**Reporting Relationship: TCCL Co-chair Executive and Board of Directors**

**No. of position: 1**

**Hours of work: 37.5**

**Purpose of Position:**

Under the general guidance of TCCL Executive Co-chairs and secondary the Board of Directors the incumbent is responsible for the day to day operations of The Tett Centre and the supervision of 2 permanent staff and temporary staff including students and volunteers.

**Responsibilities:**

- to ensure the effectiveness and efficiency of day to day operations of the facility to ensure a high quality environment for all users and tenants. This includes building maintenance (waste removal, recycling, physical spaces upkeep, office equipment, building and grounds maintenance and security, etc.)
- managing leases and optimizing available rental space
- managing any facility emergency or urgent issues as required
- to provide effective leadership and guidance to staff. Recruiting, training and supervision of all employees within office operations
- to participate in funding campaigns, identifying potential sources of funding, developing grant applications, identifying sponsorship and partnership opportunities
- overseeing in conjunction with the Treasurer the financial operations which includes payroll, assisting in preparing and maintaining budget for TCCL, reviewing expenditures, identifying inefficiencies and cost saving measures
- to develop policies and procedures for the day to day operations. To monitor and control effectiveness.
- to ensure all legislative and municipal requirements are followed and adhered to including fire and building codes, Health and Safety legislation, WHMIS, Human Right Code, etc
- to develop and foster cooperative tenant relations to meet guidelines and mandate of Centre.
- develop and delivering communications for tenants
- to develop and foster good working relationships with partners such as City of Kingston, Queen's University, St. Lawrence College, other government and any other local organizations who are associated with the Centre
- to create and implement a strong community presence to further the mandate and branding of the TCCL and its branding
- participate on committees as required
- other duties as assigned



the tett

Centre for Creativity & Learning