



# JOB OPPORTUNITY

## Facilities Manager

**STATUS:** Permanent, Full-Time  
**LOCATION:** Peterborough, ON

Cambium Inc. is a successful consulting and engineering company built on quality people doing quality work in a rewarding environment. It's our team that makes us unique.

We are currently seeking a **Facilities Manager** with a wide variety of experience to join our team in Peterborough. The successful candidate will be the steward of Cambium's workplaces, and provide support to both internal (staff) and external clients.

### JOB DUTIES

- Provide facilities support for all Cambium service lines, as directed
- Develop and maintain a strategic plan related to Cambium owned and leased property; implement and maintain company policies and practices
- Manage routine cleaning programs at all Cambium facilities by either Cambium staff or contracted services
- Work closely with Human Resources and Managers to develop and maintain a workspace management plan across all offices allowing for smooth transition of new hires and staff workstation moves; assist with employee onboarding activities and ongoing staff training
- Work closely with Administration to ensure proper installation and maintenance of network cabling at new and existing offices
- Act as the main contact to receive, track, coordinate resolution, and communicate proactive maintenance and reactive building and vehicle related issues
- Coordinate, track, and oversee scheduled testing and inspections related to plumbing, electrical, HVAC, and other building infrastructure as required
- Ensure tracking and retention of building related documentation and correspondence; provide proactive and reactive facilities related communication to all staff as necessary
- Understand and monitor building leases and act as first point of contact in lease negotiations related to Cambium offices; act as the first point of contact to coordinate and maintain relationships with all Cambium sub-tenants
- Work closely with the Joint Health and Safety Committee and all staff to prevent and address building and vehicle related health and safety challenges
- Coordinate, maintain, and act as first point of contact for all alarm systems
- Work closely with Finance Manager and President & CEO to coordinate company-wide insurance renewals and policy maintenance; develop and maintain risk management and disaster planning policies/procedures
- Manage development and maintenance of company-wide equipment inventory systems (technical and non-technical equipment)
- Manage and oversee continuous improvements to all Cambium facilities including the process of finding, securing, and setting up new offices
- Occasional field work, travel, and overtime required



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- Other duties as required, or directed.

### QUALIFICATIONS

- Five (5) years of experience in facilities management capacity preferred (wage to be commensurate with experience)
- A post-secondary certificate or diploma in facilities management or equivalent is preferred
- Experience working in buildings greater than 20,000 square feet an asset; fire suppression systems and generator monitoring and maintenance knowledge
- Experience working in a consulting and/or a laboratory environment an asset
- Ability to write and format moderately complex documents (letters, reports)
- Experience working with MS Office (Excel, Word, Outlook, Teams) and Acrobat
- Excellent writing skills, including proper spelling, grammar, and punctuation
- Superior time management skills, multitasking skills, and the ability to prioritize tasks
- Sound and independent judgment, reasoning, and discretion
- Ability to interpret and implement company policies and procedures
- Resourcefulness and flexibility
- Meticulous records maintenance skills
- Proven superior telephone manners and strong interpersonal skills
- Strong verbal skills to communicate with all levels of staff and contractors

### ESSENTIAL ATTRIBUTES

- Proactive personality – as Cambium’s building and vehicle maintenance lead, this is key!
- Reliable, professional, responsive, and positive work attitude – this is key!
- Not satisfied with ‘Plan B’ - willingness to stick with a challenge even when the going gets tough.
- Effective team player – enthusiastically supports other team members as needed
- Open to new responsibilities – not focused on what is or is not in the job description
- Putting in extra effort – sticking around longer than usual to help out when needed

Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process

If you’re interested, send us some information that helps us understand how you are the right fit for this role and our team. Kindly forward your documents, in electronic format only, to [hr@cambium-inc.com](mailto:hr@cambium-inc.com).

### WHY CAMBIUM?

Our team is different. From camping trips and movie nights to company ball-hockey tournaments in the parking lot, our team likes to have a good time together. When we cannot be together (welcome to 2020), we continue to



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maintain our team's bond, through activities such as photo contests, shout-outs of appreciation and care packages.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum of 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <https://cambium-inc.com/careers.php>.