



**CITY OF MELFORT**  
**PO BOX 2230, MELFORT, SK S0E 1A0**  
**BUS: 306-752-5911 FAX: 306-752-5556**

The Department of Community Services invites applications  
for the position of:

**FACILITY OPERATIONS MANAGER**

As part of the Community Services Team and reporting directly to the Director of Community Services, the Facility Operations Manager shall be responsible for the administration, planning, maintenance and operation of all City-owned and operated facilities, parks and open spaces of the City of Melfort, in accordance with approved policies and procedures of City Council.

The individual we seek must possess:

- Superior written and oral communication skills.
- Ability to establish effective working relationships with Council, civic staff, government officials, local businesses and the general public.
- Must have working knowledge of refrigeration systems, building systems operation and maintenance procedures.
- Minimum of five years related experience in a managerial role and at least three or more in a municipal government setting.
- A post-secondary education with an emphasis on project management, facility operations and/or recreation administration.
- Extensive computer skills and thorough knowledge of municipal operations including budget, scheduling and proper management practices.
- Superior leadership, supervisory and time management skills.

Visit [www.cityofmelfort.ca](http://www.cityofmelfort.ca) to view the job description.

Please ensure a cover letter is included with your application detailing how your experience and education meets our needs.

*The City of Melfort wishes to thank all prospective applicants; however, only those selected for an interview will be contacted. Competition will remain open until position is filled.*

Submit applications to:

Michael Hotsko, City Manager  
City of Melfort  
Box 2230, Melfort, SK S0E 1A0  
[m.hotsko@cityofmelfort.ca](mailto:m.hotsko@cityofmelfort.ca)