



Job Posting for Facilities Manager

Position Title: Facilities (excluded) **Hours:** Temp Full Time 35 hours per week

Rate of Pay: \$35.00

Starting Date: ASAP

Term: Temporary until return of the incumbent

We are seeking an individual to effectively manage the maintenance of Community Connections Society of Southeast BC (CCS) buildings, properties, and equipment and to ensure that a high standard of service is maintained for the residents and staff. There is an expectation that the successful applicant will show strong leadership in the areas of facilities management and will act independently in the best interest of the residents and Society.

Responsibilities

- Ensures the Society's buildings, properties and equipment are maintained in excellent condition for the enjoyment of the residents and the fiscal well-being of the Society.
- Makes recommendations for consideration by the ED/Management team to ensure maintenance priorities are achieved effectively and efficiently.
- Reports regularly about maintenance issues.
- Assist with management of tenants and maintenance of tenant leases and sublease agreements, develops facilities manuals.
- Recommend, create, and maintain policies and procedures.
- Assists the ED in capital planning to ensure the long-range viability of the Society's facilities.
- Organizes contractors and external building inspections, coordinates the maintenance of fire safety equipment and participates in evacuation exercises of the buildings, as well as seasonal inspections.
- Participates in the OHS committee and oversees compliance.
- Completes asset mapping and management.
- Carries out building maintenance and repairs as needed including carpentry, repair and installation of plumbing and electrical fixtures (Except where a licensed contractor is required by code) drywall repairs, painting, changing locks and other tasks to maintain CCS facilities in good condition.
- Conducts seasonal maintenance.



- Ensures that outdoor facilities are kept clean and in safe condition. Coordinates with landscapes and tree care professionals and assists in the maintenance of the grounds as required, including snow and ice control, maintenance of the easement pathway, hedge and tree pruning not contracted to professionals, lawn care, and maintenance of lawn-care and grounds keeping equipment. Leads and oversees the tenant gardening group & the tenant garden plots.
- Performs janitorial duties as required.
- Maintains the work/shop/storeroom and ensures that equipment and tools are properly maintained and inventoried.
- May respond to building related emergencies afterhours.

Desired Experience and Skills:

- Attention to detail.
- Ability to work in a fast-paced environment.
- Critical thinking and judgement.
- Problem solving.
- Ability to multi-task and meet deadlines.
- Organizational skills.
- Effective communication, positive demeanor, excellent client-service record.
- Ability to work both independently and as part of a team.
- Post secondary education in facilities maintenance, trades or equivalent combination of training and experience.
- Level of physical fitness matching the demands of the role including the ability to lift 25kg and perform frequent walking, stooping, bending, and kneeling.
- Basic computer skills including Excel, Word and Outlook.
- Hold a current certification in CPR and First Aid as well as WHIMIS.

Requirements

- Valid full Driver's License and be willing to provide a drivers abstract.
- Successful criminal record screening

Community Connections Society is an equal opportunity employer. Only applicants that are shortlisted will be contacted.

Submit to: officemanager@ccssebc.com
Attention: Tesha Nee, Operations Manager