



Job Posting for Facilities-Project Manager

Position Title: Facilities- Project Manager (excluded)

Hours: Full Time 35 hours per week

Rate of Pay: 38.50

Starting Date: ASAP

After 90 days (about 3 months) successful completion of the probation period, the applicant is eligible for extended health benefits. We are a municipal pension plan employer.

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. This person will also be responsible for coordinating tasks and overseeing projects from planning to completion. There is an expectation that the successful applicant will show strong leadership in the areas of facilities and project 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.
- Project Planning – Help develop detailed project plans that outline the scope, objectives, timelines and resources required for successful project execution.
- Team Management – Lead and coordinate project teams, delegating tasks and ensuring effective collaboration among team members.
- Budget Management- Monitor project budgets, ensuring that expenditures align with financial forecasts and project goals.
- Risk Management – Identify potential risks and develop mitigation strategies to minimize their impact on project outcomes.
- Communication with work site staff/leadership to coordinate work with operational demand
- Quality Control – Ensure that project deliverables meet the quality standards and align with specifications.



- Makes recommendations for consideration by the ED/Management team to ensure maintenance priorities are achieved effectively and efficiently.
- Recommend, create, and maintain policies and procedures.
- Assists the ED in capital planning to ensure the long-range viability of the Society's facilities.
- Participates in the OHS committee and oversees compliance.
- Completes asset mapping, capital planning and creation/maintenance of facilities manuals
- 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.
- 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 and prioritization skills.
- Effective communication, positive outlook, excellent client-service record.
- Ability to work both independently and as part of a team.
- Post secondary education in project management, facilities maintenance, trades or equivalent combination of training and experience.



Community Connections
Community Connections Society of Southeast BC

"Linking People, Communities and Services"

- Level of physical fitness matching the demands of the role including the ability to lift 25kg and perform frequent walking, stooping, bending, and kneeling.
- Proficient 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.

Deadline for Applications: Dec 12, 2025

Submit to: officemanager@ccssebc.com

Attention: Tesha Nee, Operations Manager