



Facility Manager

Permanent | Full time (1.0 EFT) | Days including on call

Reporting to the Director of Operations the Facility Manager is responsible for the supervision and direction of all maintenance, housekeeping, and laundry functions within the organization, including building repairs and maintenance. This position is responsible for the supervision of a team of housekeepers and laundry personnel throughout the five buildings (approx. 15 employees) and 3-4 maintenance positions, providing daily direction and assigning tasks. The Facility Manager is responsible for purchasing supplies and equipment, coordinating with tradespeople, determining capital plans, life cycle planning and preventative maintenance strategies.

Qualifications:

- A minimum of three years of directly related facilities operations, project management and facilities/space management experience is required
- Proven experience of building systems, boiler & cooling tower, including HVAC, electrical, plumbing, & carpentry
- Exceptional interpersonal communication skills, both written and oral and strong relationship building, cross-departmental and external collaboration abilities
- Ability to read and interpret building plans an asset
- Supervisory experience is required, preferably in a Personal Care Home setting.
- Experience using computer systems (spreadsheets, word processing, email, Internet, UpKeep) required
- Knowledge of and experience with planned maintenance management and asset management and life cycle planning and management is required
- Thorough knowledge of building systems, security, and life and building safety
- Strong organizational skills with the ability to manage multiple projects
- Schedule must be flexible with availability for emergencies 24/7, and ability to be part of an on-call schedule

Responsibilities:

- Manage the preventive & regular maintenance for all structures, grounds, building systems & equipment through Upkeep's Computerized Maintenance Management System (CMMS)
- Management of housekeeping, laundry, and maintenance teams with attention and alignment to infection control protocols
- Management and implementation of emergency response plans for facility, families, staff, and volunteers
- Manage the administrative and operational functions of the departments
- Review, develop, and maintain operational standards and processes to ensure continuous quality improvement.
- Liaise with tradespeople to install, maintain & repair systems including HVAC, electrical, plumbing, water conservation experience, etc. and work with various departments to ensure their maintenance needs are met
- Ensure that financial, productivity and safety targets are met and managed according to expectations.

As a condition of employment, a current Criminal Record Certificate, a Mantoux test and an Adult Abuse Registry is required within three weeks of hire date. **Submit resume to:** Human Resources at Career@donwoodmanor.org

Closing date: 0900 on Friday, May 13, 2022

May 4, 2022