

## **INTERNAL/EXTERNAL POSTING**

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### **FACILITIES MANAGER - CORPORATE SERVICES**

#### **Scope of Position**

Reporting to the Director, Finance and Corporate Services, the Facilities Manager is responsible for 3 Sites. Responsibilities include:

- Liaises with maintenance contractors in problem solving day-to-day building concerns that may involve access for clients, air quality control, cleaning, snow removal, lawn maintenance, pest control, water treatment, plumbing, electrical, mat service, waste management, repairs, internal/external locks and keys, and overall appearance and safety of the facility;
- Is involved in meetings with contractors regarding building concerns, additional space requirements, leasing and/or modifications to the present facilities;
- Obtains quotes and negotiates contracts regarding ongoing maintenance and repairs of building systems;
- Is responsible for monitoring the facilities budget;
- Maintains all building related contracts for WOCRC;
- Ensures WOCRC complies with all municipal safety requirements regarding fire panel, elevator, plumbing, electrical and mechanical systems, etc.; e.g. periodic inspections of fire panel, elevator and mechanical system etc.;
- Obtains quotes for renovations and maintenance in accordance with WOCRC policies and procedures and arranges details with contractors;
- Arranges the purchase, installation and maintenance of internal and external locks and power assisted door openers;
- Purchase and issue keys for staff and maintain key storage cabinets;
- Coordinates the purchase, installation and maintenance of office equipment (does not include computers or printers);
- Ensures that daily, weekly, monthly and quarterly fire safety maintenance duties which include emergency lighting, fire alarm and sprinkler systems, elevator and portable extinguishers are performed, as well as, semi-annual testing of emergency buttons and a complete annual fire systems inspection and annual testing of fire fighters emergency operation;
- Maintains fire and emergency evacuation plans, in consultation with the management team, provides fire safety information to staff, and oversees the safe evacuation of staff during fire drills and other emergency evacuations;
- Arranges for fire hydrant and main valve inspections and maintenance;
- Arranges the purchase and installation of the alarm and security systems and oversees the maintenance of these;
- Certified member of the WOCRC Health & Safety Committee for all 3 main locations;
- Main Contact for after-hours facilities emergencies;
- Other miscellaneous Property Management tasks.

*Bringing care and community together / Jumeler soins et collectivité*

### **Education and Experience**

- Successful completion of post-secondary education in facilities management or a related discipline;
- Minimum of three (3) years of facilities supervisory/management experience;
- Knowledge of building systems and working with Trades;
- Ability to perform small repairs (e.g. caulking, replacing washers, and replacing light fixtures);
- Knowledge of local, provincial and federal workplace compliance regulations, ordinances and legislation;
- Demonstrated ability to exercise necessary cost control measures;
- Ability to work outside regular business hours as required;
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment;
- Highly motivated and able to work independently;
- Strong written and oral communication skills, Strong problem solving skills, Strong attention to detail;
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, etc.) and email;
- Valid driver's license, access to a vehicle, adequate insurance coverage;
- Project Management experience an asset.

### **Language Competencies**

- Ability to communicate fluently in English, spoken and written;
- Ability to communicate fluently in French spoken and written an asset
- Ability to communicate in a third language considered an asset

### **SALARY / HOURS**

- Starting Salary \$55,170 plus benefits
- 35 hours per week
- Ability to work flexible hours.

Please submit your by 4:30 pm on Monday, January 15, 2018, via email to:

Janice Weir, CHRL, CHRP  
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Western Ottawa Community Resource Centre  
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E-mail: [careers@wocrc.ca](mailto:careers@wocrc.ca)