

JOB POSTING

Job Title:	Facilities and Maintenance Manager	Status:	Full time
Location:	Based out of Surrey or New Westminster	Hourly Rate:	\$43.27
Schedule:	40 hours/week	Posting #:	23-091
		Closing Date:	July 28, 2023

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting a Full Time, Facilities and Maintenance Manager. Reporting to the COO, the Manager's role is critical in the strategic management of all EFry Facilities, including capital planning, resource management and optimizing. The Manager is accountable for all functions of building and grounds maintenance, repair, upgrade and renewal, custodial operations; energy conservation and sustainable operations management, waste management, security, safety, and risk management, in a manner consistent with required and best practices, ensuring a clean, safe, and conducive worksite.

The Manager works closely with EFry maintenance staff and program location supervisors to ensure facilities and operations are in accordance with EFry policy and all relevant municipal, provincial, and federal standards. The Manager will work closely with department directors to ensure coordinated, uninterrupted client service and the health and wellbeing of all parties.

KEY RESPONSIBILITIES:

- Strategic oversight of all capital, including owned and leasehold buildings.
- Lead, supervise, oversee, coach, and support the daily work activity of maintenance, facilities, and tenant relations staff.
- Act as point of contact for EFry facilities, property management to coordinate facilities management activities and ensure agency needs are met.
- Ensure preventative, regular, and emergency maintenance activities within EFry sites are completed and compliant to any regulatory codes.
- Support the planning and coordination of new sites and/or relocation/renovation activity; meets with relevant vendors and contractors as required.
- Procure and arrange contractors for services as required (plumbing, HVAC, electrical, building controls, security systems).
- Advise on annual capital facility plans and budgets.
- Develop and monitor a regular maintenance schedule to provide for ongoing operations (ie. fire system inspections, elevator inspections, planned capital improvements, replacement, and renovations. Schedule work assignments and repairs as needed.
- Conduct annual building health assessments and develop remediation plans and review monthly site health and safety inspection reports and ensure identified deficits are addressed in a timely manner.

- Lead facilities contractors/vendors, monitoring service level agreements, requirements, and deliverables, managing payment and documentation.
- Coordinate emergency on-call schedules of maintenance staff and act as a backup as required.
- Participate in the development of policy and procedures related to the orderly management and operations of other EFry program sites.
- Participate in the development and management of applicable program budgets.
- Participate in internal and external special projects and/or committees.
- Performs other related duties as required.

QUALIFICATIONS:

- Completion of a property management certificate and or architectural and building technology, engineering technology or a bachelor's degree or equivalent in a related discipline.
- Knowledge of repairs, construction, the building code, and municipal bylaws.
- Minimum of 3 years previous experience overseeing and developing safety initiatives, managing, leading, and directing facilities projects.
- Possess business acumen and analytical skills to anticipate financial and business requirements and ensure effective use of resources.
- Knowledge of property replacement schedules and building maintenance lifecycles.
- In-depth knowledge of provincial health and safety requirements, capital project planning and implementation processes, standards, and best practices and demonstrate ability to investigate issues and develop options for resolutions.
- Strong negotiation skills and the ability to influence internal and external stakeholders.
- Excellent communication and interpersonal skills both written and verbal.
- Ability to work effectively with EFry maintenance staff, financial services team, and other employees and influence the actions of others.
- Systems thinker and ability to maintain detailed records.
- Proficient in MS suite products and ability to learn and master new software applications.
- Ability to lift up to 30 lbs.

MANDATORY JOB REQUIREMENTS:

- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccinated status.
- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- Ability to obtain Enhanced Federal Reliability Status.
- Valid driver's license (Class 5) with a satisfactory driving record.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to hr@efry.com by no later than July 28, 2023, with the subject line FOM 23-091.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.