



Manager, Facilities Job Posting

TITLE: Manager, Facilities

LOCATION: 661 Main

REPORTS TO: Executive Director

DIRECT REPORTS: Maintenance Workers, Green Team Members

STARTING SALARY: \$60,000

HOURS: Full-time

POSITION SUMMARY

Reporting to the Finance Director, the Facilities Maintenance Manager will be responsible for ensuring that MSP facilities are operated and maintained in a safe, efficient and effective manner. Managing supplies, cleaning and staff. This position will have a lead role in project management of structural capital projects (new and existing buildings). This position works collaboratively with internal stakeholders, trade / construction professionals.

KEY RESULT AREAS

Daily Maintenance Services

Lead and supervise delivery of highly efficient and effective daily maintenance services for MSP buildings. Fully understand the operation, features, strengths, and shortcomings of existing facilities. Make recommendations that will increase ease of use for MSP staff and clients. Develop metrics and key performance indicators for maintenance services. Work cooperatively to ensure cohesive and consistent customer service. Manage annual operating budget for facility repairs and maintenance.

Agency-Wide Maintenance Plan

Lead in development of a proactive maintenance plan that describes current conditions of MSP buildings and facilities. The plan shall make recommendations for each building and its individual building systems with respect to projected remaining service life and estimated costs to repair, renovate, or replace. Keep current and resulting plan to keep short term, mid-range, and long-range recommendations with respect to maintenance efforts and corresponding annual expenditures required to maintain MSP facilities at a high level.

Facilities Management

Be a champion for the development within MSP of a detailed facilities management database of MSP owned/operated buildings. The database shall track size and detailed condition within each building. These databases shall be maintained current at all times. Database will provide a variety of facilities space utilization and conditions reports to the Finance Director.

Dashboards and Benchmarking

Create and routinely provide reports that measure and monitor the maintenance activities and costs. Track maintenance and facility improvement projects by type and regularly report progress on schedules, costs, scope etc. Make recommendations for continual improvement. Be active in professional organizations to learn of new best practices.

DUTIES AND RESPONSIBILITIES

The Manager is responsible for all functional characteristics of MSP buildings considering health and safety features, such as emergency procedures and security; sustainability; and cost effectiveness. The Manager is responsible to evaluate and maintain MSP buildings and grounds, meeting operational standards; schedule routine maintenance tests; maintain fire and safety standards in all areas, and the ability to test and replace parts and components in plumbing, electrical, and heating systems.



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- Carrying out tests on systems and making changes where necessary.
- Monitoring the installation of services and managing their maintenance.
- Making sure that all building services meet health and safety requirements and environmental legislation.
- Meet regularly with internal stakeholders to determine priorities of improvement.
- Regularly inspect property for needed improvements and upkeep.
- Prioritize and schedule repairs and maintenance.
- Inspect equipment to identify operational inefficiency and facilitate optimization.
- Proffer technical advice and recommendations to a maintenance team to ensure an efficient workforce.
- Design and implement programs for effective maintenance operations.
- Ensure adherence to health/safety procedures and policies
- Prepare and manage maintenance budgets in order to meet set objectives
- Monitor equipment inventory and place orders when necessary to ensure availability of required resources
- Conduct negotiations with third party contractors to determine the rate and terms of service
- Supervise the activities of a building upkeep personnel to ensure they maintain a clean and orderly facility
- Maintain accurate record of maintenance operations and present to upper management reports of daily activities.
- Create staff schedules for workweek, weekend and night coverage.
- Track all material and tool expenses.
- Maintain a well-groomed and clean building appearance at all times.
- Utilize approved outside contractors for larger jobs.
- Liaising with plumbers, electricians, surveyors, architectural technologists and other construction professionals.
- Maintain or repair the facilities as needed; identify building maintenance needs; presenting strategies and solutions
- Plan, organize, direct, control and evaluate the activities and operations of the facilities department or project teams
- Develop and implement policies, standards and procedures.
- Explain proposals and present engineering reports and findings.
- Oversee development and maintenance of staff competence in required areas.
- May participate directly in the design, development and inspection of technical projects or in the engineering work of the department.
- Other duties as requested.

Human Resources

- Staffing levels – ensures staffing levels meets program delivery goals; identifies performance issues concerns taking appropriate action to resolve; works with the HR Department to fill vacancies; identifies hiring needs within the department advising the Human Resources Department.
- Scheduling & Payroll - schedules staff for the general welfare and safety of MSP clients and program execution; works within the approved payroll budget; monitors payroll weekly and monthly; approves vacation requests in a timely manner; approves payroll hours and all timecard.
- Ensure staff receives appropriate supervision.



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- Performance Management - regularly provides performance feedback to staff; conducts annual performance evaluations of staff.
- Consult with the Executive Director and Human Resources on staff performance concerns and intervene as necessary.
- Assess staff training needs identifying performance gaps; make recommendations for overall performance enhancement.
- Make recommendations for the continuous professional development (CPD).

EDUCATION & QUALIFICATIONS

- Post-secondary education in a management disciplines such as business management, facilities management. Technical degrees such as mechanical or electrical engineering is an asset for his job
- Prior experience in facility maintenance is required
- Three plus years tradesman experience an asset
- Three plus years in a management role
- Two years project management experience
- Ability to rank and prioritize multiple projects at once
- Strong team-building and management skills
- A familiarity with tools of the trade
- Strong communications skills
- Good IT skills and a familiarity with industry-specific software and modelling programs (CAD)
- Clear Criminal Background Search Certificate & Vulnerable Sector Search Certificate
- Valid Driver's License

APPLICATION PROCESS:

When emailing your application, be sure to indicate the correct position information in the **subject line** when applying:

Submit required documentation to	hr@mainstreetproject.ca
Required Documentation	Resume, Cover Letter, Education Credentials
Subject Line	Facilities Manager

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all applicants but only those selected for an interview will be contacted.