

Job Posting

#25.46 Facilities Manager

See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and directing our work.

Position Overview:

Reporting to the Director of Facilities, the Facilities Manager is responsible for overseeing the maintenance, safety and building operations of all OPS sites using their comprehensive knowledge of all building systems and operational functions. The Facilities Manager provides strategic direction to a team of two Supervisors, skilled maintenance technicians, custodial staff, as well as specialized contractors and service providers. With support from a team, the Manager is responsible for overseeing day-to-day operations including planned and corrective maintenance and custodial services delivered to Our Place's portfolio of owned or managed properties across Greater Victoria.

Duties and Responsibilities:

To provide leadership, support, and guidance to the Facilities Team in all locations. The team consists of maintenance, custodial and shipping/receiving staff working over multiple locations.

Team Management

- Provide leadership and supervision to staff in a manner that motivates, empowers, guides, and directs them to be responsible and accountable.
- Support direct reporting Supervisors by coaching, mentoring, guiding, problem solving, and professional development. Provide leadership to provide excellent internal departmental service.
- Undertake regular check-ins, team meetings, and performance management as needed.

- Participate in recruitment, retention, labor relations matters and oversee team performance management.
- Ensure health and safety procedures are in place and followed by staff; while potential health and safety risks are identified, reported, and addressed with support from the relevant departments.

Maintenance, Custodial, Administration and Service Delivery:

- Oversee the custodial services for all sites and ensure a high standard of cleanliness and safety are adhered to.
- Ensures that all custodial staff are properly trained in various facets, such as orientation, chemical use, proper cleaning procedures and safety.
- Oversee suite turnovers to ensure that they are completed in a timely manner at an acceptable standard.
- Oversees the maintenance/inventory levels of cleaning supplies.
- Work collaboratively with the Director of Facilities to develop annual budgets and manage/control the Facilities budget.
- Oversee the implementation of systems that improve efficiency and effectiveness in maintenance and custodial service delivery.
- Prepare correspondence, letters and reports as required.
- Obtain and maintain current knowledge of maintenance services, approved standards, legislation, regulations, policies, procedures and trends. Advise on cost effective and efficiency measures.
- Oversee contractors on site as established by the Director of Facilities.
- Ensure all regulatory compliance requirements have been adhered to and all related documentation is maintained and regular and accurate reports are delivered as required.
- Maintain and build cooperative relationships with all OPS management/staff, external contractors, tenants, and service users.
- Work closely with program and operational staff to ensure that facilities meet the needs of tenants and staff.
- Work independently to meet deadlines and complete assignments as instructed.

Preventative Maintenance

- Ensure site and system inspections and scheduled maintenance are conducted at appropriate intervals and that corrective maintenance and capital projects are scheduled to address findings.
- Ensure suites are inspected in collaboration with the Housing Department through suite turns and inspections, that conditions are documented, corrective maintenance action is scheduled as required, and tenancy issues are observed.

- Support the completion of a maintenance schedule and track progress/completion of related activities.
- Work closely and effectively with the Director of Facilities to ensure their needs are best met within the Facilities Department's capacity.

Corrective Maintenance

- Monitor the completion of service requests in an effective and efficient manner.
- Oversee suite turnovers.
- On call coverage for after hours emergencies as required.
- Schedule and oversee after hours coverage for the team.
- Working together with the Director of Facilities to maintain a list of preferred vendors that can be contacted during emergencies.

Qualifications:

Education and Experience:

- Degree or Diploma in Facilities Management, maintenance or related field or equivalence in knowledge and experience.
- Minimum 3 years of experience in a related management role preferably within a unionized environment.
- Strong knowledge of general maintenance procedures, plumbing, and carpentry practical theory, HVAC, and electrical systems.
- Proven leadership and team management skills.
- Knowledge of preventative and compliance maintenance programs.
- Experience working with external contractors/trades and service technicians.
- Experience working within residential supportive housing properties is welcomed.

Skills and Abilities:

- Knowledge of current social issues related to homelessness, mental illness, and drug addiction.
- Familiarity with local building codes, safety regulations, and compliance requirements.
- Excellent understanding of general property management.
- Proficiency with Microsoft products/software and aptitude to assess and work with maintenance software for advancing routine workflow procedures.
- Strong administrative and leadership skills.
- Demonstrate positive, professional, and engaging approach to work, and the Workplace.
- Strong attention to detail with custodial standards.
- Experience in developing training standards and written procedures for custodial team.
- Strong interpersonal communication skills.
- Demonstrated ability to troubleshoot and manage building issues as they arise.
- Demonstrated ability to prioritize in a changing environment and capacity to work well under pressure, independently.
- Excellent written and oral communication skills.

Working Conditions:

Shifts: Full time.

Compensation: \$77,868 - \$86,520 - \$95,172 per annum (commensurate with experience)

Benefits: Vacation accrued at a rate of 6%. Eligible for a 100% employer paid comprehensive benefits plan, including pension, health, and dental coverage after completion of probationary period.

This position is union exempt.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 3pm on Wednesday, March 26, 2025 to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #25.46 – Facilities Manager" in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.