

EMPLOYMENT OPPORTUNITY

The Salvation Army
BC Division

Internal and External Posting

POSITION: Facility Manager
FACILITY: Ocean Crest Corps
Campbell River, BC



Giving Hope Today

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Every position contributes to the spiritual and social services mission of The Salvation Army.

JOB PURPOSE:

The Facility Manager directs the general cleaning, maintenance, building systems, security, monitoring systems and grounds for all Salvation Army Facilities in Campbell River and Port Hardy ensuring all government regulations are achieved and in accordance with The Salvation Army mission, values and standards.

CHARACTERISTIC JOB DUTIES:

- Develops, implements and revises as necessary a service manual for property management; this includes policies and procedures for all property management functions
- Negotiates contracts for approval by administration (i.e. Lease agreements, HVAC, water treatment, snow cleaning, electrical, major renovations, new construction etc.)
- Participates in hiring, orientating, training, evaluating, and recognizes, and recommends disciplinary actions including termination in concert with Territorial/Divisional standards and collective agreements
- Arranges for purchases of major goods and services, including recommendations for selection of contractors and supervision of them
- Develops and implements an electronic Planned Maintenance System (PMS)
- Monitors the inventory of tools, equipment, and other assets and ensures that it is kept current; ensures that the annual inventory check is conducted, and PMS is updated
- Develops and implements operational plans for both maintenance and housekeeping, including benchmarks for services and preventative scheduling for the structures, mechanical plants, vehicles, telephone systems, security systems, computer and network systems, laundry facilities, video systems, alarm systems, kitchen facilities (including compressors, fridge's freezers, stoves, convection ovens, furnishings, etc.)
- The incumbent will be expected to carry out minor maintenance work such as wall repair, painting, and grounds upkeep.
- Sources and maintains a list of qualified contractors for trades often needed
- The incumbent will be the Ministry Units Occupational Health and Safety representative
- Develops and monitors emergency procedures and ensures that all staff are aware of procedures and are trained; conducts periodic fire drills
- Implements appropriate safety and security procedures as necessary and ensures the Health & safety Manual is current

- Develops and monitors environmental procedures and ensures that all staff are aware of procedures and are trained
- Contributes to the budget plans and ensures compliance with the approved budget; authorizes expenditures up to a predetermined level
- Ensures compliance with established procedures for purchasing good and/or services
- Provides regular reports to administration including statistical reports and analyses
- The incumbent's work environment is typically in the office and inside/outside of the facility.
- The incumbent works in generally agreeable conditions, with the following exceptions: The incumbent works on-call and carries a cell phone
- The incumbent will be expected to travel on occasion
- Performs other duties as assigned

NOTE: Not all incumbents perform all of the duties described above but perform a similar range of duties.

MINIMUM EDUCATION LEVEL ATTAINED:

The successful job applicant will have completed up to two (2) years of Community College.

NOTE: An alternative level of education and experience may be acceptable.

SPECIAL LICENSES, DIPLOMAS, CERTIFICATIONS OR REQUIREMENTS:

The successful applicant will hold/have:

- ****See Precautionary Measures****

MINIMUM PRIOR RELATED EXPERIENCE:

The incumbent must have the following experience before hire:

A minimum of FIVE years of prior related experience, including custodial, computer skills, general repairs (i.e. electrical & plumbing), building systems, fire safety, water treatment, electrical systems, supervisory, statistics and reading legislation experience.

PHYSICAL EFFORT/DEXTERITY REQUIRED:

The performance of the job requires a moderate amount of keyboarding and walking around the facility.

CONCENTRATION REQUIRED:

The performance of the job requires moderate to high attention when preparing reports and tenders, occasionally reading equipment manuals (for safe operating instructions), and use of fine motor skills

RESPONSIBILITY FOR FINANCIAL RESOURCES:

The incumbent's responsibility for Financial Resources:

The incumbent prepares part of the departmental budget. He/She may have limited input to the development of new policies and procedures pertaining to the management of financial resources.

RESPONSIBILITY FOR HUMAN RESOURCES:

The incumbent's responsibility for Human Resources:

The incumbent is responsible for the direct and indirect supervision of supervisory staff and non-

supervisory staff reporting to a supervisory subordinate. He/She provides direction concerning current tasks or consult in assignments. The incumbent has significant input into human resource decisions and decides on hiring, termination or disciplinary decisions.

The incumbent directly supervises between 1-3 full-time employees, part-time employees, and indirectly supervises three or more full-time equivalent employees and volunteers.

WORK ENVIRONMENT:

The incumbent's work environment is a combination of in the office and inside/outside of the facilities.

The incumbent works in generally agreeable conditions, with the following exceptions:

- May be on-call 24/7

The incumbent may have travel required.

The incumbent works on-call and carries a cell phone.

EXPOSURE TO HAZARDS:

The job incumbent may be exposed to the risk of minor harm, injury or illness such as:

- Carpal Tunnel Syndrome

PRECAUTIONARY MEASURES:

The incumbent must take the following precautionary measures (in addition to health and safety rules):

- Universal Precautions

SALARY/GRADE: Grade 12

TERMS: Salary- based on 35 hours per week.

Interested applicants must respond in writing by March 25th to:

Please send resume and cover letter to:
Patricia Roed
Fax: 250-287-3729
Or email to: BC_CR_OC_HR@can.salvationarmy.org

We thank all applicants, however, only those candidates to be interviewed will be contacted.

PLEASE NO PHONE CALLS