

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Coordinator of Facilities	<b>Competition #:</b>	13/17
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	Full time
<b>Salary Range:</b>	\$25.48	<b>Date posted:</b>	April 12 , 2017
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	April 25 , 2017
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613)241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department Please no phone calls.		<b>Mail:</b> Employee Relations Department 171 George St, Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<b>JOB PURPOSE</b>			
<p>The Facilities Coordinator is responsible and accountable for ensuring all property and vehicles owned and leased by the Ottawa Booth Centre are maintained in a safe and secure condition and in good repair and that all legislative requirements are met or exceeded.</p>			
<b>EXPECTATIONS &amp; TASK LIST</b>			
<b>Service Planning, Delivery and Review</b>			
<ul style="list-style-type: none"> <li>• Develops, implements and revises as necessary a service manual for maintenance; this includes policies and procedures for all property management functions.</li> <li>• Develops and implements operational plans for both maintenance and housekeeping, including benchmarks for services and preventative scheduling for the structures, mechanical plant, vehicles, telephone system, security system, laundry facilities, video systems, alarm systems, personal security devices, kitchen facilities (including compressors, fridge's freezers, stoves, convection ovens, furnishings, etc.).</li> <li>• As directed by the Director of Facilities and Food Services, arrange for purchases of major goods and services, including recommendations for selection of contractors and supervision of them.</li> <li>• Develop connections within community to ensure that the Centre has the most up to date information about products and services.</li> <li>• Maintains list of qualified contractors for trades often needed.</li> <li>• Ensure Ottawa Booth Centre vehicles are properly maintained and, where applicable, all COVR regulations are stringently adhered to.</li> <li>• Maintains list of qualified contractors for often needed trades</li> <li>• Ensure the cleanliness and appearance of all Ottawa Booth Centre properties are maintained to the highest standards</li> <li>• Maintenance and control of Ottawa Booth Centre's inventory management process. Completes orders as necessary.</li> <li>• Occasional driving may be required</li> </ul>			

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### **Human Resources**

- Identify job vacancies and follow the Booth Centre hiring procedures.
- Ensure appropriate training is available, especially in safety practices with equipment and chemicals
- Provides overall supervision of maintenance and housekeeping staff in accordance with Booth Centre policies and procedures; this includes regular, documented supervisory meetings, performance appraisals and disciplinary action.
- Ensures appropriate training is available and that all work meets standards, with staff following good working practices.
- Holds regular staff meetings (minimum of one per month) and provides staff with minutes in a timely manner.
- Understands and complies with the union contract in force.

### **Administration/Financial**

- Prepares and distributes staff schedules on time.
- Prepares payroll documents accurately and on time
- Prepares operational reports requested by Director
- Maintains accurate and up to date statistics as requested
- Conducts annual inventory of Ottawa Booth Centre' equipment and furniture, updating the list as necessary
- When requested, makes suggestions and provides input into annual operating and capital budgets
- Ensures all requisitions for purchases, services etc. are possessed accordingly to established policies & procedures

### **Health and Safety**

- Member of the Ottawa Booth Centre's Joint Health & Safety Committee
- Collaborates with the Director of Facilities & Food Services to ensure integration of safety and security for the overall Ottawa Booth Centre plan
- Under the guidance of the Director of Facilities & Food Services develops fire & emergency procedures reviews them regularly and communicates the plans to staff ensuring plans are known and understood.
- Conduct and observe regular fire alarm drills, documents outcomes and makes recommendations to the leadership team for improved practices and efficiencies
- Ensure all material safety data sheets are maintained and current and all WHMIS regulations are placed and adhered to
- Ensures that staff is aware of and trained in emergency and safety procedures.
- Ensures, through employees, that all procedures, rules, and guidelines for the safety and security of residents and staff are strictly enforced and adhered to
- Adheres to all health and safety policies and procedures in place; complies with all instructions from the employer concerning health and safety as per the Occupational Health and Safety Act and WSIB

### **Physical Effort**

- Required to walk throughout facility, including the use of stairs
- Required to lift, pull, push with or without assistance
- Requires moderate amount of keyboarding and use of a computer
- Climb ladders

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### Workplace Hazards

- Required to work with hazardous products as defined by WHMIS regulations
- May encounter verbally aggressive clients

### Qualifications

- Completion of up to 2 years Community College in related field of study or equivalent work experience
- Formal training in building management, building codes and regulations, health & safety standards (including WHMIS) and fire and emergency procedures
- Minimum 3 years supervisory experience in related field
- Must have on call availability with the ability to attend, in a timely manner, the facilities outside of regular working hours if necessary.
- Effective organizational and communication skills
- Experience in preparing operation reports
- Valid full 'G' drivers license and current clean drivers abstract
- Possess a current, clear Vulnerable Police Background check
- Bilingualism (English/French) an asset

**Hours:** Monday to Friday 8:00am – 4:30pm/40 hours per week/ on call

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

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

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*

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