



Advice of Position Vacancy

Date:	August 7, 2021
Position title:	Facilities Manager
Status/FTE:	Permanent full time – 35 hours per week
Posting number:	2021-45
Closing Date:	Position remains open until filled. Please send your resume and cover letter to humanresources@drpeter.org if you are interested in this position

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Facilities Manager to join us on a permanent full time basis.

Position Summary

Reporting to the Director of Human Resources, the Facilities Manager is responsible for overseeing the maintenance, repair and cleaning of the building, exterior & interior, and management and supervision of Facilities staff including the Maintenance Manager and Housekeepers.

Direct Reports

- Maintenance Manager
- Housekeepers

Key Responsibilities

- Supervises the Maintenance Manager and Housekeepers;
- Responsible for determining overall facilities planning (short, medium, and long-term), including overseeing routine maintenance, as well as larger-scale projects and asset renewal;
- Responsible for project management of all facilities projects, including defining scope and budget, sourcing vendors and contractors, preparing work plans, and overseeing execution;
- Coordinates with clinical team to ensure communication across departments, to ensure that clinical requirements are met, and to ensure minimal disruption to clients;
- Overall responsibility for cleanliness of the building, interior & exterior and ESH suites;
- Overall responsibility for vendor and facilities contractor management, including vendor evaluation and vendor selection; routinely obtains competitive quotes; places orders with various vendors; orders non-clinical furniture and equipment;
- Works with Director of Finance to prepare annual budget and ensures facilities costs are both minimized, and maintained within approved budget; works with Director of Finance to maintain a long-term capital plan;
- Establishes and maintains inventories, including furniture and equipment, cleaning supplies and linen;
- Responsible for management of onsite and offsite storage;
- Oversees and updates facilities standards and procedures; ensures safety practices and procedures are adhered to;



- Recommends and implements process improvement initiatives to increase operation effectiveness and reliability;
- Utilizes property management software and other technologies to advance and streamline processes;
- Keeps emergency response plan updated and current to ensure optimal execution and implementation when necessary;
- Trains employees in hazardous materials safety procedures;
- Concern him/herself with safety of all Dr. Peter Centre clients/staff in order to minimize the potential for fire and accidents. Also, ensure that the facilities adhere to the legal, safety, health, fire and sanitation codes by being familiar with his/her role in carrying out fire, safety and disaster plans and by being familiar with current SDS;
- Assists Maintenance Manager on an ad hoc basis for duties requiring 2 people; and
- Performs other related duties as assigned including on call maintenance and troubleshooting.

Education, Qualifications and Experience

The preferred education, qualifications and experience of the Facilities Manager are:

- Associates degree with technical training in engineering, or maintenance, preferred;
- Requires strong supervisory skills, coupled with excellent oral and written communication skills;
- Prefer experience in estimating maintenance and repair costs;
- Strong working knowledge of, and experience with facility systems (mechanical, electrical, security, fire suppression, plumbing, etc.);
- 5 years progressively responsible experience in facilities management;
- Working knowledge of facility cleaning/housekeeping procedures and standards;
- Familiarity with all current health and safety regulations;
- Must be able to perform analysis through use of various software tools;
- Excellent communication, relationship building, and time management skills;
- Ability to work well with ever changing priorities and or situations; and
- Must be a self-starter who can work well with people at all levels.

General Working Conditions

This is a full time, salaried position that will require morning, day, evening and weekend work. However, in general, work will be done during the day from Monday to Friday. Flexibility with hours and days is a necessity.

COVID-19 Restrictions

The Dr. Peter Centre is a long term care facility that is subject to the Single Site Order (SSO) issued by the public health authorities in response to the COVID-19 pandemic.

Note: We thank all interested applicants. Regrettably, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.