

## **Facility Services Manager**

**Location:** Les Chater Family YMCA- 356 Rymal Road East, Hamilton, Ontario L9B 1C2

**Position Type:** Full time with benefits and a complimentary YMCA membership

**Salary Range:** \$50,000.00- \$60,000.00 annually

### **Position Description:**

The Facility Services Manager is a full-time position and participates as a member of the branch leadership team, responsible for implementing standards of service excellence with primary responsibility for ensuring the building is clean and well maintained at all times, and in support of delivering a high-quality member service experience.

This hands-on role is responsible for the development and implementation of a fully integrated cleaning plan and comprehensive preventative maintenance program, including asset refurbishment and facility projects. This role has a direct reporting responsibility to the General Manager of the Les Chater branch.

### **In this position, you will:**

- Provide hands on leadership to the branch Facility Services team to ensure a clean, safe and well-maintained facility.
- Directly supervise a diverse full-time and part-time cleaning team of approximately 10 -15 staff and volunteers including, hiring, training, scheduling, payroll and performance evaluation and correction. In conjunction with operational requirements, co-ordinate, prioritize and assign internal and external trades for repairs and maintenance activities to be performed on equipment and building systems.
- In collaboration with the General Manager, oversee the effective management of the branch's physical assets ensuring optimum equipment reliability, uptime, economic life cycle of assets, safety, building audits and on-going compliance as required; including oversight of selected Capital projects.
- Assist in developing, implementing, scheduling and monitoring of preventative maintenance schedules including all relevant documentation and record keeping.
- Manage departmental operational budgets, provide input to capital and expense budgets on an annual basis
- Orders supplies and materials as required and process all payments for goods, contracts and services.
- Develop and sustain good member, staff, volunteer, contractor and supplier relations; acts as a role model for staff and volunteers on a daily basis.
- Participates in front line duties and scheduled Manager on duty shifts as required.
- Provides leadership to the branch pool and spa operations in regards to compliance and general maintenance needs.
- Implement and utilize YMCA SAM standards (training will be provided) throughout the Les Chater YMCA Facility.
- Participates in and Co-Chairs branch Health & Safety committee.
- Collaborates with peers and provides consistent delivery of supply and services in line with association and department policies or initiatives.

## You bring:

- Two Years Post-Secondary education preferably leading to the Maintenance Management Professional (MMP) designation or equivalent is recommended along with five years building operation, proven trade experience or certification in one or more of the following areas:
  - Electrical/Plumbing/Carpentry
  - Mechanical & HVAC systems
  - Operation of a BAS control system (understand, troubleshoot and adjust)
  - Pool operations CPO/BPO (required or obtainable)
  - Health & Safety worker certification (required or obtainable);
- 3 years relevant work experience in building Operations and/or Maintenance and cleaning processes and procedures
- Strong communication skills, both written and verbal
- Excellent interpersonal and coaching skills
- Three years proven supervisory and budgetary management experience
- Computer literate in email, and basic word/excel software
- Possesses a strong work ethic and strong organizational and planning skills
- Certified in Standard First Aid and CPR and experience with Health and Safety requirements
- Current Police Records Check will be required as a condition of employment

## Interested in applying?

Please submit your resume to: Joe Skotcher- General Manager at [joe.skotcher@ymcahbb.ca](mailto:joe.skotcher@ymcahbb.ca) by July 5, 2024.

To view and apply for positions as a **current employee**, please log into your UKG account and click "My Company", then "View Opportunities" in the sidebar menu.

The YMCA of Hamilton | Burlington | Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity.

We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply.

If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department [plc@ymcahbb.ca](mailto:plc@ymcahbb.ca)