

Job Posting

#17.31 Maintenance/Facilities Lead FULL TIME

919 Pandora location

This position is open to all qualified applicants.

Our Place Society is an organization with Christian values and principles. 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.**

Summary of Position

Provide leadership and support to the Maintenance and Custodial Team and ensure the maintenance and cleanliness of the facility, grounds and equipment to provide a clean and safe environment for all.

Duties and Responsibilities

Maintenance:

- Conduct regular maintenance schedules and repairs for all structural, mechanical and electrical systems, organizing repairs by tradespersons as required.
- Develop a working knowledge of all building systems and equipment.
- Develop and implement regular cleaning schedules for the building.
- Augment and assist custodial team as required.
- Attend facilities meetings and other meetings as required.
- Work cooperatively with other staff and work alone responsibly.
- Maintain open lines of communication between various departments.
- Maintain a professional yet compassionate relationship with clients of the facility.
- Be available for building emergencies after hours as required.
- Perform other related duties as required.

Supervision and Administration:

- Manage, perform and coordinate all administrative duties for the Maintenance and Custodial Team such as scheduling, payroll input, incident reports and associated paperwork.

- Organize and supervise daily tasks for maintenance and custodial staff.
- Train and support staff in maintenance and custodial procedures and policies.
- Provide coverage for absences and report any concerns with performance to the Facilities Manager.
- Participate in hiring, performance reviews and disciplinary issues of maintenance and custodial staff.

Qualifications

- Knowledge of safe operation of basic hand and power tools.
- Some knowledge of building systems is essential.
- Supervisory experience is essential.
- Variety of skills and “fix it” experience.
- Computer Literacy is essential.
- Willingness to participate in training.
- Ability to lift up to 40 lbs.
- An understanding of, and comfortable in relating to the wide variety of people served by Our Place.

Working Conditions/Compensation

- Salary range: **\$18.42 - \$22.00** per hour.
- Three weeks vacation.
- Excellent employer paid benefit package after three months of employment.
- Shifts are based on 37.5 hours per week.
- Some evening and weekend work required

How to Apply

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. on Thursday, April 27th 2017 to careers@ourplacesociety.com or to Our Place Society, **Attention: Marion Hoadley, Human Resources Manager**, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “**#17.31 Maintenance/ Facilities Lead**” in the subject line.