

Job Posting

#25.134 Facilities Coordinating Supervisor

1027 Pandora

See Below for Shift Details

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. 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.

Position Overview:

The Facilities Coordinating Supervisor plays a key role in ensuring the smooth day-to-day operation of our facilities across multiple sites in Victoria. This position combines operational coordination with compliance responsibilities, supporting safe, efficient, and well-maintained environments. Working closely with the Facilities Manager and Director, the Coordinating Supervisor manages maintenance requests, liaises with contractors, oversees key and asset control, and ensures compliance with applicable codes, safety standards, and best practices. This position also directly supervises the Facilities and Maintenance Staff.

Duties and Responsibilities:

Operations & Coordination

- Monitor daily maintenance requests (email, phone, ticketing system), organize and dispatch staff or contractors, and track work completion.
- Coordinate facilities operations across sites to ensure efficient delivery of service.
- Respond to emerging needs and provide coverage for facilities schedules, including participating in a rotating on-call schedule.
- Perform occasional driving duties for materials, supplies, or equipment.

Compliance, Safety & Inspections

- Conduct inspections to ensure compliance with applicable legislation, including the BC Building Code, WorkSafeBC Occupational Health and Safety Regulation, and fire safety requirements.
- Monitor and maintain preventative maintenance schedules (daily, monthly, annually) and ensure all work is documented.
- Support compliance reporting and record keeping for audits, inspections, and safety requirements.

Documentation & Administrative Support

- Develop, review, and implement facilities-related procedures and best practices.
- Maintain and update the maintenance ticketing system and Asset Management Plan.

- Prepare reports, documentation, and progress updates for management.
- Provide administrative support including scheduling, record keeping, and meeting documentation.

Keys, Assets & Equipment

- Manage building keys, including cutting, tracking, and maintaining inventories across sites.
- Ensure keys and radios are signed out/in at the beginning and end of each shift.
- Assist with inventory control, purchasing, and asset tracking.

Collaboration & Staff Supervision and Support

- Direct oversight of recruitment for the facilities department, alongside the Manager and Director and Human Resources, including hiring, and interviewing for the department.
- Working with the HR department to manage confidential staff information.
- Complete monthly supervisions with staff.
- Complete and submit performance reviews for approval of probationary periods.
- Managing employee misconduct, handling discipline and investigation meetings in collaboration with the HR department and terminations as required.
- Take a primary role in training of all facilities staff as required.
- Check in regularly with facilities staff to support day-to-day operations and escalate issues as needed.
- Collaborate with the Facilities Manager regarding staff performance input and operational planning.
- Promote a culture of safety, teamwork, and respect across all sites.

Qualifications:

Education and Experience:

- Valid BC driver's license
- Post-secondary diploma in Building Services, Facilities Management, Construction Technology, or a related field; equivalent education and experience will be considered.
- Minimum of three (3) years of experience in an Administrative role and a minimum of 3 years of experience in a Supervisory role.
- Experience in facilities coordination, building maintenance, or technical services.
- Knowledge of building systems, preventative maintenance, and relevant BC legislation (BC Building Code, WorkSafe BC, OH&S Regulation, Fire Safety Standards).
- Proficiency with maintenance ticketing systems, asset management tools, and Microsoft Office applications.

Skills and Abilities:

- Strong organizational skills with the ability to prioritize multiple tasks and maintain accurate records.
- Excellent communication and interpersonal skills to work effectively with staff, contractors, vendors, and external partners.
- Excellent computer skills, ie. Microsoft Office Suite, Excel and database management. Ability to learn new software for facilities applications.
- Analytical and problem-solving skills to identify issues and develop practical solutions.

- Ability to perform occasional physical work (lifting, carrying, climbing) in compliance with safety protocols.
- Willingness to participate in a rotating on-call schedule and respond to urgent facility's needs.

Working Conditions/Compensation:

Shifts: Full Time, 37.5 hours per week. Will require evening and weekend on-call work.

Salary Range: \$76,654 to \$85,566 annually

Benefits: Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 3pm on Friday, November 10, 2025 to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #25.134 – Facilities Supervisor" in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.