

## Facility Manager

### Part-time, 3 Days per Week

Hospice Wellington is seeking a Facility Manager for its location at 795 Scottsdale Drive, Guelph. Responsible for planning, implementing and monitoring all responsibilities for facility (building) management for Hospice Wellington. This includes all structures, grounds, equipment, and physical assets belonging to the organization. With the oversight of the Director of Operations, the Facility Manager is also responsible for the development and monitoring of Capital and Operating Budgets (Facilities), and Capital Reserve Funding plans. The Facilities Manager must work with and provide support to all staff, volunteers, and stakeholders of Hospice Wellington.

#### **Key Responsibilities:**

- Contractor and Project Management
- Prudent decision making that supports the Vision, Mission Statement, and Values of Hospice Wellington
- Ensure safety and wellbeing of all occupants
- Planning, procurement, coordinating, and monitoring of all service contractors, repairs, and preventative maintenance
- Develop critical paths, timelines, and project management of all facility related projects
- Develop and monitor efficient capital and operating budgets (Facility) that support organizational needs as well as reserve fund planning and monitoring
- Maintaining and updating of policies, procedures, and record keeping including CMMS programs
- Schedule, coordinate and ensure organizational adherence with all required federal, provincial, and municipal legislated inspections and standards
- Coordination and facilitation of facility inspections, as well as all annual government mandated inspection requirements
- Support all programming and events as required
- Emergency preparedness planning and execution
- Administer and implement training as required for facility operations, Health & Safety, Fire Safety and Accessibility standards
- Co-Chair and oversight for Joint Health and Safety Committee, including training, compliance, standards, policy, meetings and Inspection

#### **Qualifications:**

- 2-5 years previous experience in a facilities related role
- Knowledge of the Canadian Health and Safety Act
- Valid G Drivers License and access to own vehicle
- Strong focus on customer service
- Knowledge in HVAC, Plumbing, and Electrical Systems
- Knowledge in Fire Alarm systems and planning
- Excellent planning, organizing, analytical, problem solving, risk management and time management skills
- Ability to work individually and collaboratively in a team setting
- Strong computer skills with Outlook, Excel, and CMMS systems

**Working Conditions:**

A regional residential and administrative hospice located in the community of Guelph, Ontario. The hospice is a care facility for clients and their families. Hospice is staffed with palliative care physicians, nurses, personal support workers, administrative staff and many enthusiastic volunteers. As a residential facility, the working conditions are welcoming, warm and supportive. Personal workstations are private and meeting rooms available for groups.

Please express any interest for this position by **October 18<sup>th</sup> 2019**, or direct anyone you may know who might be interested to Kelly Houghland, Assistant to the Executive Director at [kelly.houghland@hospicewellington.org](mailto:kelly.houghland@hospicewellington.org) or call 519-836-3921 ext. 236.

A current resume is required, and a formal interview process would be required.

*Hospice Wellington is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

*We thank all applicants for their interest; those who are selected from your resume presentation and experience will be contacted for an interview*