

External Employment Opportunity

We are inviting applications for a
Part-Time Building Maintenance Coordinator

Posting:	#2021-018
Posting date:	November 25, 2021
Hours of work:	28 hours per week
Start date:	immediately
Submit resume to:	hr@archwaysociety.ca

About Archway Society:

Archway Society for Domestic Peace provides a wide range of supportive services for survivors of domestic and sexual violence. We provide shelter, counselling, child and youth advocacy, outreach services, and collaborative community projects.

At Archway Society, our goal is to have a strong team working in a well-resourced environment that supports the development and empowerment of women, children and families in our community. Our strength comes from a collaborative environment working within a feminist framework that embodies healthy balanced teamwork.

Come join us! Create a better world, live a life with purpose, have an impact, and join a team that supports and collaborates with you. Because people matter.

Job Summary:

Part-time (28 hours / week), competitive wages, a comprehensive benefits package and a flexible schedule.

Coordinates and performs overall facility maintenance including minor plumbing, electrical, and carpentry; garbage and recycling coordination; painting; equipment repair; and lawn / grounds maintenance. The Building Maintenance Coordinator contributes to the Health and Safety committee as well as fire safety training at all Archway Society locations. In addition, the Building Maintenance Coordinator is responsible for developing and implementing of a comprehensive preventative maintenance program.

This position requires a highly motivated, self-starting entrepreneurial individual that has a combination of hands-on working knowledge of facility repair and the ability to keep focused on longer-term priorities.

Qualifications:

Education and Knowledge, Training and Experience

- Diploma in building maintenance, including courses related to carpentry, electrical, painting, mechanical and plumbing
- Three (3) years recent related experience
- Or an equivalent combination of education, training and experience.

Skills and Abilities

- Moderate computer skills including comfort and ability using MS Office programs, internet and email communications, web based programs and other related computer software programs.
- A reasonable level of fitness to perform the function of the position, including the ability to lift up to 40 pounds.
- Great people skills and the ability to apply diplomacy, tact, and sincerity when dealing with staff and clients.
- Compassionate and supportive coworker.
- Ability to function independently, as member of the team and frequently under pressure in an often chaotic environment.

Key Responsibilities and Duties:

1. Oversees the day-to-day operation of the building maintenance coordination by ensuring that the necessary facilities and equipment are in place, building maintenance guidelines and policies are adhered to, and building maintenance standards and licensing requirements are met.
2. Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment and grounds. Ensures building and equipment meet all safety, security and fire regulations and policies. Makes recommendations for major repairs and purchases to supervisor.
3. Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material such as linoleum.
4. Monitors building maintenance expenditures in comparison to established budget and in accordance with established procedures. Provides input to the supervisor in the preparation of the building maintenance budget. Provides information and input for grant proposals and project budgets. Sources out labour and maintenance. Oversees all aspects of projects.
5. Monitors work performed by contractors, prepares estimates of labour and material costs, contacts external contractors and trades people to obtain quotes and arranges for major repairs and maintenance work.
6. Ensures collection and removal of garbage and recyclable materials and ensures the safe disposal of hazardous waste.
7. Contributes to Archway Society Health and Safety committee; coordinates fire safety training at all Archway Society locations
8. Coordinates the maintenance schedule for Archway Society vehicles
9. Ensures cleaning of external areas such as entrance ways, sidewalks and parking lots using

manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.

10. Performs other related duties as required.

Additional Job Information:

- This position requires the ability to function independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations.
- All employees pass criminal records check and sign a confidentiality agreement to the organization.
- This position requires a valid Class 5 driver's license and an appropriately insured vehicle in good running order present at work.

To Apply:

Please submit resume with cover letter to hr@archwaysociety.ca quoting Competition # 2021-018 in subject line.