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JOB POSTING

Facility Operations Manager

Hamilton, ON

Closing date for applications: December 14, 2018

Start date: January 2019

Indwell is a Christian charity creating affordable housing communities that support people seeking health, wellness, and belonging.

Founded 44 years ago, Indwell is now the fastest growing affordable housing provider in Ontario. It has expanded to provide housing supports and services to more than over 500 people in Hamilton, Woodstock and Simcoe, with projects underway in additional communities. Indwell's innovative approach to creating sustainable solutions to homelessness has made it Canada's largest developer of multi-residential passive design Housing.

The Position

Reporting to the Director of Projects and Development, the Facility Operations Manager ensures the effective operation of the organization's physical facilities, and respective spaces. The manager plans and manages the hand over and opening of new facilities, and ensures effective systems for providing building maintenance, services, and supplies. The manager is the key liaison between the project development, program and maintenance teams, for building operations. The manager provides supervision and support to the maintenance teams.

Key Responsibilities:

- Set goals and establish work plans for the operations and maintenance of the organizations' properties, and facilities in support of Indwell's Strategic plan.
- Provide project management leadership, overseeing construction projects to refurbish, renovate and redesign existing facilities.
- Plan, implement, and manage the hand over process and transition of new facilities.
- Lead the set-up of new facilities, ensuring provision of equipment, furnishings and supplies, including for workspaces and common areas.
- Plan and oversee outsourced contracts for provision of supplies and services. Manage service contracts and vendor relationships.
- Monitor all building systems including HVAC, electrical, conveyance, building envelope, plumbing and boilers, emergency, and other building systems.
- Ensure implementation of the organization's building management software for work orders, resourcing and service contracts.
- Administer and control budgets for operating expenses, contracts, equipment and supplies.
- Supervise and support employees providing leadership and direction.

Qualifications:

- Committed to upholding and modeling the standards set out in the organization's Mission Statement, Statement of Faith and other operating standards and policies.
- Knowledge of property management, building operations, logistics, and project management.
- Strong interpersonal and communication skills are needed to effectively interact with a wide range of internal and external contacts on a regular basis. Possesses a high degree of professionalism in communicating with clients, tenants, contractors and fellow employees.
- Strong leadership with a passion for mentoring staff to continuously learn and grow.
- Computer literate with proficiency in MS Office 365, MS Word, MS Excel, MS Outlook, building automation systems.
- Knowledge of property management software an asset.

Hours: Full time hours with flexibility required. Primarily weekdays although hours are variable based on program needs.

Education: A degree or related qualifications in areas such as project management, facilities management, business management.

Five to seven years' experience in property management including experience in building operations, construction and financial matters; minimum three years' experience managing employees.

Must hold a valid G class driver's license and have access to a reliable vehicle.

Remuneration: Salary based on education and experience. Indwell offers a competitive benefits package and RRSP contribution.

To apply: Please send cover letter, résumé and completed application (found on website) to Rudy Essegern, Human Resources Manager. Email: hr@indwell.ca. Alternatively, you can fax all three pieces to 905-529-0355. We thank all applicants; however, only applicants that are being considered will be contacted.

Personal information submitted will be used only for employment opportunities within Indwell in accordance with the Freedom of Information and Privacy Act.

Accommodation will be provided in all parts of the hiring process as required under Indwell's Employment Accommodation policy. Applicants need to make their needs known in advance.

Indwell exists to provide hope and homes for all. Its supports and services are open to people from every creed, race, ethnicity, sex, ability, sexual orientation, and gender identity. Indwell engages with diverse communities: we actively identify and remove barriers that prevent people from accessing and participating in our services.