

Job Title: FACILITIES MANAGER
Position Type: Full-Time
Career Level: Management

Organization Background

Durham Christian Homes has been serving the Durham Region in Whitby since 1983. As of March 1, 2011, our community has expanded to Bowmanville with the purchase of Strathaven and Marnwood by our affiliated organization Glen Hill Terrace. Our plan is to rejuvenate both facilities while continuing to provide the highest standard of personal care in secure and friendly environments in the heart of Bowmanville.

Future plans include the expansion of our Whitby campus to include Heritage Place, a 14 storey, Life Lease building for independent living as well as the construction of a 128 bed, long term care facility.

Position Summary

This position reports directly to the Executive Director and works closely with Administrators in both Bowmanville facilities. Primary responsibilities will include: tendering of capital maintenance projects, monthly/quarterly property inspection reports, assistance with budget preparation and cost controls, scheduling and management of inspections on building systems. The duties will include but may not be limited to the following:

Duties and Responsibilities:

- Maintain a safe and healthy work environment within all facilities
- Assist in the planning and implementation of major and minor building projects
- Monitor buildings and environments to ensure they meet facility/accreditation standards for health and safety, building and government regulations
- Coordinate and liaise with Caretaker/Administrators to take immediate corrective action for facility improvement/s
- Prepare preventative maintenance procedures, schedules, reports and provide in-service training
- Oversee and monitor the purchase of all materials, supplies and services to ensure optimum operation of the equipment and building
- Ensure the operation and maintenance of heating system, ventilating and other air handling equipment
- Research and implement new technologies (relevant codes, regulations and industry standards and demands)

Qualifications

- 5-7 years related experience including proven experience managing a Facilities team is required, preferably in a unionized healthcare or social service setting
- Knowledgeable in Occupational Health and Safety, Workplace Hazardous Materials Information (WHMIS), Building/Fire Codes, other related health safety regulations and environmental cleaning standards
- Excellent written and verbal communication skills, organizational skills and proven project management skills
- Proficiency in Microsoft Office a definite asset
- Ability to relate to tenants, trades and staff in a tactful and respectful manner
- Possession of a valid Driver's License

A competitive compensation package will be provided for this position. Salary is commensurate with experience.

CLOSING DATE

Please forward your resumes in confidence no later than **January 15, 2012** to the attention of:

Human Resources
200 Glen Hill Drive South
Whitby, ON L1N 9W2
E-mail: careers@dchomes.ca
Fax: 1-866-862-8905

While we thank everyone who applies, only those selected for an interview will be contacted.
No phone calls please.

www.dchomes.ca