

MAINTNENANCE AND FACILITIES MANAGER

Make a difference everyday...

At Father Lacombe Care Society, we proudly provide resident centered care to 264 residents living with a variety of health concerns in Long Term Care and Supportive Living settings. We are also proud to host up to 10 retired Catholic priests from the Calgary diocese, and oversee the Convent for the Sisters of Providence. Our buildings are located on the southern banks of Fish Creek Park. When our staff come to work they feel like they are leaving the city and entering a small community.

Our core values of **Excellence, Sacredness of Life, Compassion, Spirituality, and Justice** are exemplified in how we care for our residents and staff. While committed to our Catholic values, we respect the religious beliefs of all. We are so proud of the work our team has done through the COVID-19 pandemic, ensuring residents and staff are protected and safe.

If you are a detail oriented, “big picture”, experienced maintenance manager who is looking to join a workplace that feels like family then this position is for you.

Role Summary:

This **newly created Maintenance and Facilities Manager** position will be focused on overseeing our existing maintenance programs and initiatives; taking responsibility for the physical buildings, grounds, equipment, and ensuring excellence in preventative maintenance. With an existing team of maintenance workers, the successful candidate will be coordinating and overseeing all maintenance functions for the organization, including project management, coordinating workloads, preventative maintenance, inventory, asset and warranty management, minor and major renovation projects, capital improvements, audit management, and after-hours maintenance support. The Maintenance and Facilities Manager will motivate and inspire the team to complete tasks and projects with a high standard and uphold a solid reputation among the interdisciplinary team.

General Accountabilities:

- Ensure compliance with all regulatory, board, codes, and legislation in relation to full property, including buildings, grounds, equipment, and other assets.
- Oversee routine, preventative, after hour, and emergency maintenance.
- Coordinate, schedule, and review preventative maintenance (including vendor contracts) and ensure compliance with annual building maintenance and safety requirements.
- Monitor and evaluate vendor/contractor performance.
- Actively participate in audit and standards reviews including preparing required documents and ensuring compliance of all maintenance activities for the multiple governing bodies that regulate Continuing Care.
- Fire Marshal for all buildings, ensuring legislated and best practice standards are met for fire prevention and suppression.
- Ensure proper certifications and calibrations for all large and small equipment are scheduled and completed as per manufacture and warranty requirements.
- Create and maintain reporting on trending of current and historical data as it related to facility and equipment to ensure efficient and fiscally responsible operations.

Qualifications and Skills:

- Building Operator A or B and/or Class 4 or 5 Boilers certificate
- Supervisory courses or certificate(s) an asset
- More than five (5) years experience supervising a maintenance team in a care centre and/or school.
- Strong computer literacy, including Microsoft Office Suite (Word, Excel, Outlook) and Maintenance IT Systems.

To be considered for this exciting opportunity, please send your resume and cover letter to amackenzie@fatherlacombe.ca prior to the application closing date of April 23, 2021.

The Father Lacombe Care Society has a long and proud history of working with Calgary`s seniors and their families. For more information about our organization, please visit our website at <http://www.fatherlacombe.ca/> We thank all candidates for applying. Please note that due to the volume of applications we receive; only short-listed candidates will be contacted. All qualified resumes will be held on file for six (6) months.