



Are you looking to expand on your knowledge and oversee a portfolio where you can lead the organizations facilities maintenance program? Does keeping busy and taking pride in the maintenance of a facility interest you?

We have an opportunity for a *full-time* Facilities Coordinator to join our team and work in a fast-paced, exciting, and growing organization.

The role is responsible for managing the maintenance needs for both the Shelter and the Bark n' Bin Thrift Store. Working under the direction of the Manager, Finance & Operations, the Coordinator will ensure the operations are meeting all codes and regulations. Providing general maintenance and upkeep to both the interior and exterior of the building(s), plumbing, electrical, HVAC, grounds repairs, etc. and working closely with other departments/managers to provide excellent service is key.

Additional duties of this role include:

- Coordinate and schedule repairs and maintenance
- Work with the managers to support the RFP/tender's process
- Provide direction and information to vendors as required ensuring excellent coordination and execution of work with minimal disruption
- Ensure building systems are maintained to a safety standard; mechanical, electrical, plumbing and building fabric systems/equipment
- Ensure contractual performance needs/exceeds quality standards and within agreed upon budgets
- Leads the Joint Health & Safety Committee (JHSC), ensuring inspections are completed and facilitation of all meetings
- Managing and coordinating fire drills in accordance with the Emergency Evacuation Plan
- Processing and maintaining service contracts including conducting annual review of vendors and contractors' performance
- Oversee the purchase and delivery of associated facility and maintenance supplies and the reconciling of vendors billing accounts.

The ability to work successfully in a team environment and build effective working relationships is essential.

As our ideal candidate you have/are:

- Education: High School diploma or GED equivalent required
- Minimum 2 years of related experience
- Ability to perform hands on general maintenance
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Excellent time management skills
- Demonstrated ability to work independently and take initiative, but consults with Manager when necessary
- Excellent communication skills with the ability to work with varying personalities and disabilities
- Diplomacy, tact, and discretion when dealing with all matters
- Valid G License with a clear Drivers Abstract
- A clear criminal background check
- Must be available to respond to after hours on call emergencies
- Ability to stand and walk for prolonged periods of time
- Ability to lift up to 15 pounds at times
- Ability to bend, lift, stretch, and climb to maintain equipment and buildings



If any of the above sounds exciting to you, we would love to hear from you!

Interested applicants are asked to send a resume and cover letter to:
execcareers@omhs.ca by May 6, 2022

Commitment to Diversity and Accessibility:

The Oakville & Milton Humane Society believes that diversity and inclusion is about creating a culture that embraces the uniqueness of individuals and the communities in which we serve. We are committed to providing inclusive services where all staff, volunteers, donors, members, and customers feel respected and valued, regardless of origin, age, race, colour, sexual orientation, religion, gender, gender identity or expression, disability, social economic status, or any other bias.

We strive to create a safe and judgement free environment, in which we draw on the differences in who we are, what we have experienced, and how we think. We foster a workplace, and engage communities, where differences and abilities are valued, and everyone has access to the same opportunities. Our inclusive culture empowers all of us to connect, belong and grow.

If contacted in relation to a job opportunity, please advise the HR Manager of accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.