



## PROJECT AND FACILITIES MANAGER

**Full-time Permanent    35 hours per week**

The Project and Facilities Manager will lead and oversee all aspects of facilities management and construction project coordination for Family Transition Place (FTP), ensuring the safety, cleanliness, and functionality of all properties at all times. The successful candidate will communicate with internal and external stakeholders to provide updates on agency, service, and client impact. They will direct maintenance staff and contractors, manage budgets and preventative maintenance schedules, and collaborate with stakeholders to uphold organizational standards and support client services.

### RESPONSIBILITIES:

#### Facilities Management:

- Oversee and manage all facilities, maintenance, and construction project budgets.
- Establish and direct department priorities, including managing and completing all agency and client maintenance and custodial requests.
- Prioritize and schedule service calls with contractors as needed.
- Manage all inventory, including ordering and checklist upkeep.
- Complete safety checks and arrange inspections of all fire alarms, systems, extinguishers, and fire suppression systems.
- Maintain detailed and organized records of all activities supporting the safety, security, and cleanliness of FTP properties.

#### Project Management:

- Manage construction projects of new and existing facilities together with external construction development leads or contractors.
- Communicate with internal and external stakeholders to provide updates on agency, service, and client impact.
- Ensure approved budgets and deadlines are met and communicated with Leadership Team.
- Work with Program Supervisors to develop contingency plans for service provision during all maintenance and renovation activities
- Support the agency through change management for renovation project integration and impacts
- Maintain a detailed log of all services and contractors arranged on timed basis, to plan for future service and seasonal maintenance

#### Managing reporting staff by:

- As needed, overseeing recruitment of staff and contractors.
- Approving staff scheduling and absences.
- Providing ongoing guidance/direction to individual staff as needed.
- Being accountable for regular supervisions.

### QUALIFICATIONS & CORE COMPETENCIES:

- Post-Secondary education or training in facilities or property management is an asset.
- 5+ years' experience managing properties and/or a facility, especially a residential setting is preferred.
- Proven experience in large scale project management.
- Project Management Professional (PMP) designation preferred.
- Professional attitude, self-starter, and flexible.
- Strong computer administration skills, organization, and record-keeping.
- Strong communication skills, follow-through capability, and attention to detail.

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- Maintain a current understanding of feminist philosophy.
- Works from an Anti-Racism Anti-Oppression (ARAO)/Intersectionality lens.
- Vulnerable Sector Police Clearance Certificate and maintaining of clearance requirements during course of employment.
- Valid driver's license and insurance.
- CPR and First Aid Confirmation.

#### **Physical/Mental Effort:**

- Changing priorities to accommodate needs of others, and imposed deadlines.
- Working under pressure to meet imposed deadlines while performing daily duties.
- Using good problem solving and crisis management skills.
- Operating and maintaining fire, fire suppression, alarm, and security systems.
- Working with power tools, maintenance systems.
- Lifting up to 50lbs unassisted from standing position.
- Climbing ladders, completing under counter inspections, working in tight confined spaces.
- Walking, sitting, or standing much of the day.

#### **Working Conditions:**

- Shelter facility which operates 24 hours a day, 7 days per week.
- Shared office.
- On-call after hours for facility emergencies.
- Busy environment with many interruptions.
- Many activities occurring in community settings or at satellite offices in Bolton and Shelburne.

#### **Hours of Work:**

- 35 Hours per week—Monday through Friday with some weekend and evening hours, on-call as required

#### **Salary Range:**

- \$63,036 - \$78,795 (\$34.64 - \$43.29 per hour) + Group Benefits

The successful candidate will join a compassionate, caring and forward-thinking family of professionals. Our steadfast feminist and family-first approach guides the work we do. We are committed to ensuring that FTP continues to boast strong staff retention and satisfaction through consistent collaboration, communication, skills and culture development opportunities throughout our organization.

Our commitment to our internal agency values of compassion, respect, inclusion, continuous learning and integrity is unwavering, and we are striving to create a culture rooted in inclusiveness. We are committed to unlearning biases and working towards undoing systemic racism and oppression towards, Black, Indigenous, People of Color, 2SLGBTQ+ and all marginalized identities.

We are focused on innovation and enhancement of our services for our clients; we are equally focused on creating a workplace that 'works' our staff. We are deeply proud of the culture we have developed, and the staff who continue to help us shape it. We'd love to have you join us!

FTP is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants, however, only candidates selected for an interview will be contacted.

**Forward your letter of Application and Resume by  
12 p.m., Monday, February 26, 2024, to: [astha@familytransitionplace.ca](mailto:astha@familytransitionplace.ca)**

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