



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

## Facilities Coordinator

(Internal/External)

*Posting Period: April 18, 2023 to May 8, 2023*

South Vancouver Neighbourhood House (SVNH) would like to acknowledge and give thanks to be able to live, work, and learn on the unceded, occupied, ancestral and traditional homelands of the Musqueam, Squamish and Tsleil-Waututh Nations. We thank the Nations for sharing their beautiful land, the sun, the air, and water with us and allowing us to strengthen and grow as a family. We recognize the vast cultural diversity of Indigenous people and acknowledge the importance of their opinions, representation, and culture.

SVNH is seeking a full-time (35 hours/week) Facilities Coordinator. Working collaboratively and under the general direction of the Operations Director, the Facilities Coordinator is responsible for overseeing building and equipment maintenance at SVNH-operated facilities, including life and safety systems, electrical, mechanical, water, sewer, plumbing, carpentry, garbage/recycling, janitorial, painting, landscaping/grounds, equipment, furniture, and vehicles. In addition, the Facilities Coordinator is responsible for developing and implementing a comprehensive preventative maintenance program, which includes budgeting, planning, monitoring, coordinating and implementing weekly, monthly and seasonal priorities.

### Responsibilities

- Repair and maintain buildings and associated structures, equipment, landscaping, and grounds.
- Establish standards, practices and procedures for annual and long-term maintenance to ensure full compliance with regulations and codes. Coordinate building and equipment maintenance schedules.
- Establish, develop, and maintain system to keep records of maintenance contracts, schedules, expenditures, warranties, and vendor contacts.
- Assess facility needs and evaluate performance of building systems; oversee the acquisition, installation and operation of these systems and various construction projects at SVNH facilities.
- Respond to urgent maintenance calls.
- Provide guidance to maintenance contractors, staff, volunteers in interpreting relevant policies and procedures
- Manage equipment and supply needs, including furniture, kitchen appliances, office equipment, and vehicles.
- Liaise with vendors and suppliers on behalf of SVNH management, including contracted cleaning crews, maintenance workers, etc.
- Ensure MSDS are maintained and accessible in full compliance with WCB requirements; Provide training to staff on WHMIS
- Prepare for emergencies by maintaining building evacuation and other action plans.
- Perform regular building safety and security inspections and promote safety within the SVNH-operated facilities.
- Participate as an employer representative on the Joint Occupational Health and Safety Committee

---

**Building Better Neighbourhoods Together Since 1977**





# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

- Report to the Operations Director on a regular basis.
- Document processes and keep records.
- In collaboration with Operations Director, establish budget and make recommendations for annual and ongoing maintenance of the facilities. Monitor maintenance budget spending.
- Other facilities coordination and maintenance duties as required.

## Qualifications

- A minimum of 2 years of experience in facilities maintenance or related field
- Bachelor's or associate degree in facilities management, project management, or similar
- Extensive experience in building and equipment maintenance
- Advanced knowledge of maintenance planning and schedules
- Ability to respond to building and equipment emergencies
- In-depth knowledge of building safety regulations and security protocols
- WHMIS Certification
- Class 5 Driver's License
- Proficiency in Microsoft Office software, such as Microsoft Word, Excel, and Outlook
- Excellent organizational and communication skills

**NOTE:** Offer of employment with ANHBC is conditional on providing proof, prior to the start date and in a form satisfactory to ANHBC, that you are fully vaccinated against COVID-19. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation by contacting Mimi Rennie, Executive Director immediately at [mimi.rennie@southvan.org](mailto:mimi.rennie@southvan.org). ANHBC reserves the right to amend its COVID-19 vaccine requirement at its sole discretion.

**Compensation:** \$30.93 per hour for 35 hours/week, plus benefits (paid sick and vacation leave, extended health and dental, pension, and professional development).

## To Apply:

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their families.

All qualified individuals are encouraged to apply, with subject line "Facilities Coordinator" by 11:59pm on Monday, May 8<sup>th</sup>, 2023. Please send your cover letter and resume in confidence to:

Email: [careers@southvan.org](mailto:careers@southvan.org)

Paul Riley, Director of Operations

6470 Victoria Drive

Vancouver, BC, V5P 3X7

To help us track our recruitment effort, please indicate in your cover letter where you found this posting. We thank and acknowledge all applicants and will proactively contact those selected for interviews.

---

## Building Better Neighbourhoods Together Since 1977



Supported by  
UNITED WAY



ASSOCIATION OF  
NEIGHBOURHOOD HOUSES BC