

JOB POSTING

Facilities Manager

Abiona Centre* (“the Centre”) is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

Reporting to the Director of Finance and Administration (DFA), the Facilities Manager is responsible for developing effective preventative maintenance programs, compliance with applicable government's policies and standards, ensuring proper maintenance and records, supervision of maintenance staff, coordination of vendors and contractors, prioritization and delegation of work orders, ordering materials and supplies and responding to all forms of building emergencies. The Manager will also provide professional advice to the senior management team on long-term strategies to protect the physical assets of the Centre.

Term: Permanent Full-time (40 hours/week)

Department: Finance and Administration

Reports to: Director of Finance and Administration

Supervises: Maintenance Worker

Qualification:

- Bachelor’s degree in Facilities, Management Property Management or Building Sciences from a recognized post-secondary program, or equivalent
- Minimum of five years' experience in property or facilities management in a not-for-profit setting, plus three (3) years' supervisory experience.
- Good understanding of government housing programs and related legislation such as the Housing Services Act, Residential Tenancies Act, Ontario Fire Code and the Ontario Building Code, as well as knowledge of property management theory and concepts.
- Good knowledge of building systems, maintenance, construction, security systems, elevator maintenance.
- WHIMS Certification; First Aid and Occupational Health and Safety training
- Ability to work independently, take initiative and respond to emergencies.
- Strong organizational skills, ability to work in a busy environment, ability to multi-task and prioritize.
- Ability to develop and adhere to budgets.

Abiona Centre

Formerly Massey Centre and Humewood House
1102 Broadview Ave
Toronto, ON M4K 2S5
416.425.6348
www.abionacentre.ca

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- Ability to use Microsoft Office applications effectively.
- Exceptional interpersonal skills in order to develop and maintain effective relationships with clients, community members, staff, volunteers, contractors, suppliers, and other organizations and regulatory bodies.
- Excellent written and oral communication skills.
- Driver's License

Working Condition:

- 24 hours emergency response and on call service for building maintenance, safety and security matters
- Exposed to heat, noise, humidity, etc.
- Occasional travel
- Use of own vehicle

Closing Date: January 18, 2023; 5:00 p.m.

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Abiona Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

Human Resources

Abiona Centre

1102 Broadview Avenue

Toronto, ON M4K 2S5

Fax: 416-425-4056

OR

Email: hr@massey.ca (please quote "Facilities Manager" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

*The Massey Centre for Women carrying on business as Abiona Centre.

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