



Facility Maintenance Coordinator Job Description

We currently have a position opening for a **Facility Maintenance Coordinator** as outlined below.

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| Position: | Facility Maintenance Coordinator |
| Start Date: | February 2013 |
| Employment Term: | Regular Full Time (12 Months per Year) |
| Living Situation: | Live In or Out position (depending the candidate needs) |
| Reports To: | Camp Operations Manager |
| Salary and Benefits: | <ul style="list-style-type: none">- Annual Salary – Range \$ 41,600 - \$ 45,760- RRSP Contribution(Starting in year two)- Annual Performance Bonus(starting in year two)- Health Care Benefit Allowance- Training Allowance- 4 Weeks Paid Vacation Leave |

Nature and Scope:

Camp Jubilee Retreat and Conference Centre is made up of 128 acres of West Coast Wilderness and welcomes over 6000 guests per year. It is located a short 30 minute boat ride from Deep Cove in North Vancouver BC (Accessible only by boat). Camp Jubilee is comprised of 17 accommodation cabins, 2 lodges, private dock, a staff house, large waterfront, variety of outdoor recreational amenities (i.e. high ropes and climbing walls), Trails etc.

The camp is serviced by water supply that is chlorinated on site as well as multiple septic fields. It is on the BC Hydro grid and has a back-up generator as well as on site fire suppression in the form of a fire pump, hydrants, sprinklers and other related infrastructure. All supplies are boated in as is all garbage boated out. The camp is currently renewing elements of its infrastructure (electrical servicing, septic, water supply) as well as expanding and renewing the camp facilities.

Forward resumes including salary expectations to: duckworth@campjubilee.ca

For more information please call:

Web Site: www.campjubilee.ca

Office: 604 -937-7388

Core Role:

The Facility Coordinator is an integral part of the management team, playing the key leadership role for daily operation, annual maintenance, janitorial and long-term health of all physical assets on site year round at Camp Jubilee. This position is the key site contact for all regular and contracted maintenance, Janitorial and Housekeeping services.

This position requires a highly motivated; self-starting entrepreneurial individual that has a combination of hands-on working knowledge of facility repair and the ability to keep focused on the longer-term priorities of managing a large asset. A key element to this position is a proven successful history of working with children and youth that includes relationship building skills as well as the ability to be educator and mentor.

The Facility maintenance Coordinator is responsible for overall facility management and maintenance including building maintenance, plumbing, electrical, carpentry, garbage/Recycling management, Janitorial, House Keeping, painting, water and sewage management, lawn and trail maintenance.

In addition, the Facility Coordinator is responsible for developing and implementing of a comprehensive preventative maintenance program, budget monitoring and planning, coordination and implementation weekly, monthly and seasonal job priorities.

The successful candidate will supervise a small department with the candidate being the only full time staff person complimented with part time janitorial/housekeeping staff, a winter caretaker and contracted external resources for large or complex jobs.

Desired Skills, knowledge and experience

- Proven success working with youth and/or adults in a remote/hospitality setting.
- Career minded and entrepreneurial approach and management style
- Ability to foster a healthy and positive environment
- Minimum of 7 years related experience in skilled trades and/or building maintenance.
- Previous experience in a supervisory position (minimum 3 years).
- Knowledge and experience in compliance with related building codes and legislation
- Experience in developing and implementing risk management programs and strategies.
- Demonstrated ability in a wide range of maintenance skills such as carpentry, plumbing, mechanics, janitorial, electrical, use of manual and mechanical tools.
- Familiarity with computerized applications, Excel, Word, Email etc.
- Good communication skills including the ability to speak read and write in english.

Required Certifications - within 6 months of employment:

- Small Water System Operator Training Certificate - (Preferred)
- WHMIS Training
- Heavy Equipment Operator Certificate
- Marine Emergency Duties training and SVOP Certificate(Preferred)
- Minimum of Standard First Aid and CPR Level C
- Class 5 Drivers License

Responsibilities:

Routine Maintenance and Repair (50%):

- Ensure safe and well maintained facilities to enhance the experience for guests.
- Perform minor maintenance tasks that arise in a timely fashion.
- Identify problems and facilitate maintenance and repairs to systems including water, sewage, refrigeration, heating. Propane and fire.
- Perform basic emergency repairs as needed and directed.
- Perform routine tasks such as including garbage runs, equipment repair, painting etc.
- Manages functions relating to garbage collection and recycling. This includes removing all garbage, recycling and other refuse off site and ensuring that the collection of garbage minimizes animal nuisance issues (i.e. bears, raccoons).
- Provides general landscaping of the grounds including mowing, trail maintenance etc.
- Ensures that systems are maintained and monitored including Septic, Water, Fire, Electrical and Propane
- Operates a variety of manual and motorized equipment
- Operates marine vessels to transport supplies and equipment.

Supervision of Janitorial and Housekeeping Department (15%)

- Manages all Janitorial and housekeeping functions of guests.
- Manages the department to ensure that that camp is clean, tidy at all times.
- Manages the schedules of staff responsible for cleaning.
- Ensures that staff completes daily cleaning check lists.
- Manages the weekly scrub are completed.
- Responds quickly and professionally to guest cleanliness concerns.

Safety and Security (10%)

- Ensures site security of the camp property and its assets.
- Ensure that all buildings are locked down when not in use and that all work/danger areas are locked to avoid unwanted access.
- Responsible to arrange and achieve all required annual inspections and reports for the health inspector, fire safety, water treatment plant and other regulatory requirements.
- In conjunction with other Managers ensures that all camp policies relating to safety and security is being followed by campers, staff and contractors.
- Performs monthly visual safety inspections of the creek during the rainy season to analyse debris flow issues.

Maintenance, Upkeep and Life Cycle Planning (10%)

- Manages the Water Treatment Plant operations with a minimum certification of Class 1 Operator Training, with the goal to achieve Class 1, Level 1 Water Distribution and Treatment within 6 months of the start date.

- Conduct preventative maintenance on all equipment owned by Camp Jubilee and make arrangements to repair or coordinate contracted services.
- Ensures that systems are maintained and monitored including Septic, Water, Fire, Electrical and Propane.
- Implements and updates the approved facility refurbishment program in accordance with guidelines set out by the Management team.
- Ensures that Camp Jubilee standards are followed (e.g. approved colors, environmental sensitivity, long-term perspective, etc.).
- As part of this, the inventory of tools, supplies, and stock of daily use items, consumables and hard-to-find/critical parts is carefully maintained.

Management, Oversight and Long Term Planning (10%)

- Directs and co-ordinates all relevant trades people for repairs and maintenance performed on equipment, building systems and refurbishment, as required.
- Monitors contract services to ensure quality standards are met and contract compliance.
- As part of this work, ensures that all work meets applicable building code, is done with properly insured businesses, follows the health and safety requirements and that all electrical work is done by a licensed electrician.
- Expands and maintains the Annual Preventative Maintenance Program. This includes a comprehensive season start-up and shut-down, and ensures that year-round access is maintained for site safety and emergency vehicle access.
- Model professional, friendly, supportive and encouraging behavior at all times
- Act as a mentor, role model and coach for youth, volunteers and other staff.
- Dress in a clean and professional manner camp uniform on at all times.
- Provide positive and friendly Interactions with guests and staff all times.

Administration (5%)

- Work as part of a small management team to model appropriate behaviors and establish rapport with staff, campers, funders and the general public in a professional and caring manner.
- To be welcoming, well groomed and visible to guests and staff.
- Coordinate all administrative functions for the facility department.
- Develop, implement and monitor Budgets
- Recruit, supervise, train and evaluate facility operations staff.
- Keep detailed and comprehensive files and records relating to the department.
- Assumes responsibility for the camp facility, in conjunction with other managers, during the absence of the Operations Manager.

Assumes related responsibilities as assigned.

Updated – Dec. 2012