

Everyone has a unique story to tell.

For almost 40 years, Cornerstone Housing for Women has provided emergency shelter and supportive housing to thousands of women experiencing homelessness. Our **mission** is to provide a continuum of housing and support for women and gender-diverse people that is inclusive and reduces barriers. Our **vision** is that everyone has a home in a community that supports them to live with dignity and hope.



Our organization serves women and gender diverse people over the age of 18. We currently have four permanent housing communities and are excited to announce that we are opening a fifth location in the spring of 2024!

We are currently seeking a **Facilities Manager** to join our team.

Leading a small team, the Facilities Manager is primarily responsible to ensure the day-to-day maintenance, repairs, and cleaning of the facilities and property at multiple Cornerstone locations. This role is responsible for overseeing the security of all facilities and takes a lead role in the safety optimization of our buildings. Providing recommendations and participating in long term strategic planning in relation to our buildings will also be a requirement. The ability to build and maintain relations with a variety of stakeholders (staff, trades, contractors and other organizations) will be a key to success. Regular working hours will be Monday to Friday but there will be an expectation to be on-call to respond to emergencies in off hours.

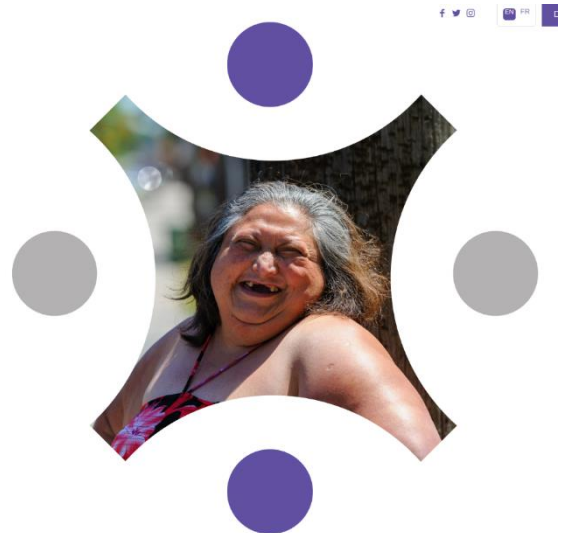
Our ideal candidate will have a college diploma in a related field, or a suitable combination of education and experience. 1 – 3 years of relevant property management experience will be required. Familiarity with landlord/tenant legislation, building codes, and building automation systems is required, and a computer literacy with Microsoft Office and building maintenance and security applications is essential. Previous experience leading a small team would make our ideal candidate stand out.

We offer a comprehensive benefits package, flexibility, and opportunities for development. The salary range for this role is \$55,000 to \$62,000 per annum, commensurate with experience.

We are dedicated to providing accommodations throughout the hiring process to applicants with disabilities. If you require any accommodations to participate in the application or interview process, please inform us when you submit your application. Our team will work with you to ensure that appropriate accommodations are provided.

If you are passionate about being part of the solution to ending homelessness and giving hope to vulnerable women and gender diverse people in Ottawa, we encourage you to submit your resume and cover letter to [careers@cornerstonewomen.ca](mailto:careers@cornerstonewomen.ca) here **by 5:00 p.m. August 4<sup>th</sup>, 2023**.

**We thank all applicants for their interest**, however only those selected for an interview will be contacted.



## Cornerstone Housing for Women

### JOB OPPORTUNITY

<b>POSITION</b>	<b>FACILITIES MANAGER</b>
<b>LOCATION</b>	314 Booth Street, Ottawa
<b>TERM</b>	Permanent, Full-Time
<b>SALARY RANGE</b>	\$55,000 - \$62,000 per annum

#### MISSION STATEMENT

Cornerstone Housing for Women provides safe supportive housing and emergency shelter to vulnerably housed women and women experiencing homelessness in Ottawa. Cornerstone is committed to providing these services in a way that offers residents dignity and a sense of hope.

At Cornerstone Housing for Women, you'll be proud of the work that you do. Our team members strive to make an impact in their community, they are passionate about ending homelessness, and they value inclusion.

We offer competitive wages, a comprehensive benefits package, flexibility, and opportunities for development.

#### JOB PURPOSE

The Facilities Manager is primarily responsible to ensure the day-to-day maintenance, repairs, and cleaning of the facilities and property at multiple Cornerstone locations. The Facilities Manager will prepare an annual maintenance schedule and will monitor the condition of building systems and structures to maintain the building in excellent condition over time. The Facilities Manager is responsible for the overall security of all of Cornerstone's buildings. The Facilities Manager will also be responsible for monitoring stock levels of frequently used maintenance and household items and managing Cornerstone's assets.



## KEY DUTIES AND ACCOUNTABILITIES

### **Maintenance, Repairs, and Cleaning**

- Responsible for identifying and addressing preventative maintenance repairs through regular inspections
- Familiar with building codes to develop an understanding of and to maintain building systems in excellent condition and to meet all legislated building standards and safety codes
- Ability to determine when repairs can be handled in-house and when to call professionals for assistance.
- Lead negotiations with various contractors and strive to obtain the best price and coverage while ensuring organizational quality standards are met.
- Proactively review the performance of independent contractors to ensure contractual obligations and quality standards are met.
- Administer Computer Maintenance Management System (CMMS).
- Respond to maintenance requests through the CMMS maintenance system by prioritizing, categorizing, and allocating them to team members.
- Analyze CMMS reports to make recommendations on preventative maintenance tasks, identify opportunities for cost savings, and determine areas for improvement.
- Engages and supervises employees, trades, and sub-contractors to carry out additional or specifically skilled tasks as needed
- Develops seasonal landscaping and snow removal plans; engages volunteers, residents, staff, and contractors as appropriate

### **Security**

- Administration of the Kantech Electronic Entry System using the Entrapass Corporate Edition for all Cornerstone facilities
- Administration of the HIK Vision Video surveillance system
- Permanently on-call for all building emergencies such as fire alarms, gas leaks, water issues (leaks and flooding), and building security



### **Health and Safety**

- Manages and actively participates in health and safety initiatives, taking a lead role in the safety optimization of the building and facilities
- Provides input to Joint Health and Safety Committee; resolves concerns
- Provide assistance and advice to other Cornerstone facilities from time to time as requested

### **People and Interpersonal Responsibilities**

- Provides leadership and support to facilities staff
- Works with the Director of Human Resources to facilitate the Recruitment and Selection process
- Build and maintain relationships with trades and contractors, key individuals, and other organizations

### **Administrative**

- Generate reports as requested on maintenance issues and present them to the board for review
- Tracks and maintains documentation of regular maintenance, building condition, and resident lists
- Follow up with the Director of Finance and Senior Leadership Team in regards to reserve funds
- Conducts research, makes recommendations, and contributes to the improvement of organization policies, procedures, and metrics, ensuring they are consistently aligned with all applicable requirements and laws

### **Long Term Planning**

- Collaborates to carry out regular building condition assessments, using monitoring systems
- Implements long-term building maintenance and repair plans

### **Tenant and Community Relations**

- Collaborates with Senior Managers, Case Managers, and Support Workers at various locations to address tenant concerns
- Makes efforts to build positive reciprocal relationships with neighbors

**Perform other duties related to the position as assigned.**



## REQUIREMENTS

### **Education and Experience:**

- Community college diploma in property management, other related fields, or equivalent, required
- At least 3-5 years of experience in property management or building maintenance management positions, required
- Demonstrated commitment to continuing education and updating of job knowledge, especially with respect to building codes, mechanical systems, property bylaws, and landlord/tenant legislation
- Bilingualism preferred
- Use of a vehicle is essential.

### **Knowledge, Skills & Abilities:**

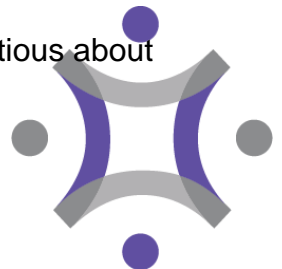
- Excellent technical knowledge and ability to assess complex mechanical and electrical building systems
- Proficient in developing and using fire safety systems and plans
- Ability to work with and train others on the use of security systems, cameras, panic buttons, etc.
- Ability to maintain budget
- Excellent communication, problem-solving, and time-management abilities
- Ability to work independently and with staff and external teams
- Flexibility to work off-hours from time to time or to be available in case of emergency

### **Core Cornerstone Competencies:**

- Mission Driven—passionate about ending homelessness
- Resilience—remains engaged in work even when there are challenges
- Adaptability—adjusts approach, style, or priorities to meet organizational needs
- Collaborative—cultivates relationships with team members. Values the input of others and embraces opportunities to work together
- Accountability—takes personal ownership and responsibility for the quality of work and timeliness of work commitments

### **Job-Specific Competencies:**

- Attention to Detail— is thorough when performing work and conscientious about attending to detail



- Critical Thinking—the ability to identify the important questions to ask and problems to solve; shows versatility when unexpected changes occur
- Problem-Solving—identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations
- Relationship Building—develops and maintains effective relationships with others; relates well to people from varied backgrounds and different situations

