

JOB OPPORTUNITY

POSITION:	Assistant Facilities Manager
TERM:	Permanent, Full-Time
LOCATION(s):	314 Booth Street, Ottawa, ON
HOURS OF WORK:	Tuesday to Saturday from 8:00 am to 4:00 pm for a total of 40 hrs/ week
REPORTS TO:	Facilities Manager or their designate
RATE OF PAY:	\$60,000 – \$63,000 per annum
START DATE:	June 15, 2026
END DATE:	N/A
POSTED FROM:	May 24, 2026
DEADLINE TO APPLY:	May 31, 2026

Cornerstone offers emergency shelter and affordable supportive housing in four residential facilities for women experiencing homelessness, poverty, mental illness, addictions, trauma, and abuse in Ottawa. Our services are offered in an environment that promotes dignity and a sense of hope. We are committed to public education and advocacy and strive to increase safe, affordable housing and to end homelessness. Cornerstone is a Community Ministry of the Anglican Diocese of Ottawa.

Join Our Team

The Assistant Facilities Manager supports the Facility Manager in overseeing daily operations, maintenance, cleaning, and safety of buildings and grounds. Key responsibilities include coordinating and mentoring maintenance and janitorial staff, managing vendor contracts, conducting inspections, performing preventative maintenance, and ensuring compliance with safety regulations. The Assistant Facilities Manager will participate in the Facilities Team On-Call rotation and acts as the main backup to the Facilities Manager.



What You'll Be Doing

Maintenance, Repairs, and Cleaning

- Aids the Facilities Manager in 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.
- Assists with in-house repairs as required or calling contracts.
- Administer Computer Maintenance Management System (CMMS).
- Assists with responding to maintenance requests through the CMMS maintenance system by prioritizing, categorizing, and allocating them to team members.
- Assists with the management of maintenance and janitorial staff, volunteers, contractors, and students.
- Assists with the development and management of volunteer programming, snow removal plans, and other maintenance programs.

Tenant and Community Relations

- Collaborates with the Facilities Manager, Program Managers, Case Managers, and Support Workers at various locations to address tenant concerns.
- Supports good neighbour relations under the direction of the Facilities manager

Security

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

Health and Safety

- Actively participates in and collaborates on health and safety initiatives, supporting the safety optimization of the building and facilities.
- Sits on the Joint Health and Safety Committee and works with the Facilities Manager to resolve concerns.
- Aid and advise program managers from time to time and support compliance initiatives.

Administrative

- Support administrative tasks for the department
- Serves as a backup for maintaining all departmental software and any other internal database or administrative tools

Other duties related to the position as assigned.

What we need from you

Qualifications & Skills

- Community college diploma in property management, other related fields, or equivalent, required.
- At least 1-2 years of experience in property management or building maintenance management positions is 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.
- Ability to lift up to 50 pounds without restrictions.
- Ability to stand or walk for long periods without restrictions.

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.

Ready to be part of a team making a difference?

Click the "Apply Now" button to submit your application, or copy and paste the link below into your browser

https://ca.indeed.com/viewjob?jk=93a3bbb4ec5da23f&from=shareddesktop_copy

APPLY NOW

Cornerstone is an Equal Opportunity Employer and actively encourages diversity in our staff team. If you require any accommodation through the hiring process, please contact us at careers@cornerstonewomen.ca

Thank you for your interest in joining Cornerstone. We will contact you if your candidate profile matches our hiring needs.

Check out our website for more information <https://www.cornerstonewomen.ca>