



De dwa da dehs nye>s Aboriginal Health Centre



We're Taking Care of Each Other Amongst Ourselves.

Our Mission:

Improving the health and well-being of Indigenous individuals, families and communities through wholistic Indigenous, Traditional and Western health care.

INTERESTED APPLICANTS

Please submit your resume and cover letter to:

humanresources@dahac.ca

or

Attention: Human Resources
Aboriginal Health Centre
678 Main Street East
Hamilton ON L8M 1K2

Nya:weh / Miigwetch to all applicants

Only those selected for interviews will be contacted

**Deadline to Apply:
until filled**

Please note that **ONLY** complete applications with cover letter will be considered.

***Preference is given to
candidates of Indigenous
Descent.***

Facilities Lead

Reports to the Chief Operating Officer

Salary Range: \$55,000 to \$60,000

INTRODUCTION:

Under the general direction of the Chief Operating Officer (COO), the Facilities Lead manages the routine and emergency maintenance of the Health Centre's fixed facility assets, performs semi-skilled and skilled technical repair and maintenance work on all Health Centre facilities. The work will include electrical, plumbing, HVAC, carpentry, landscaping and other building maintenance and equipment repair work, inspections, diagnoses of facility problems, and all appropriate repairs. The role will take an active role in improving overall organizational performance, especially as related to addressing opportunities for improvement in the areas of facility maintenance, facility equipment, facility grounds and the overall safety of the facility and grounds.

An important emphasis is placed on a positive response by the Facilities Lead to the concerns and needs of staff, clients and patients and the promotion of the Health Centre's mission, vision and values within an environment that is respectful of an Indigenous culture.

Essential Duties and Responsibilities:

Facilities Operations and Asset Maintenance

- Oversee the ongoing management, operation and maintenance and repair of Health Centre facilities and infrastructure including machinery, equipment, electrical and mechanical systems, and the outside grounds including the safe recycling and disposal of trash.
- Plan, develop, and implement a comprehensive and effective preventative maintenance and repair program for all facilities including building operating systems and equipment.
- Develop, implement, and maintain policies and operating procedures for facilities operations.
- Oversee and ensure the proper operation of all safety and security systems, including locks; fire, panic, and intruder alarm systems; access control; networked video surveillance system; and uninterrupted power supplies.
- Manage and administer the corporate tracking of equipment.
- Lead and coordinate contract management for facilities related service contracts.
- Direct and supervise/monitor the activities of contractors, consultants and other technical resources involved in facilities maintenance, repairs, renovation and/or construction projects in accordance with Health Centre policies, current health and safety regulations and any other regulatory standards or codes.
- Support the COO in overseeing capital and operating projects related to the Health Centre facilities including working with consultants in the development of specifications, the tendering and award process, contract administration, budget control and contractor oversight.

Facilities Lead

Page 2

- Assist in the development and implementation of the long-range capital asset management plan for facilities; oversee the asset management program including maintaining the inventory of assets, conducting regular condition assessments, and updating long range capital and lifecycle renewal plans.
- Ensure prompt, thorough, and appropriate investigations and responses to facilities related requests and complaints; respond to or manage after hours emergencies.
- Keep abreast of trends and developments in facility operations and recommend new and innovative approaches, including the adoption of sustainable green building and development practices.
- Ensure compliance with all organizational federal, provincial and City regulations, standards, specifications, guidelines, policies, and procedures.
- Participate in the Health and Safety program for all sites as a member of the Health Centre JHSC.
- Support the Health Centre and staff during emergency events - duties assigned during an emergency may differ from regular duties and will be of a temporary in nature.
- Support the COO in the development and implementation of strategic initiatives, goals, objectives, policies, and priorities for facilities in alignment with Health Centres' strategic plans.

Technical Knowledge/Skills

- Thorough knowledge of the principles, best practices, concepts, and issues related to facility management and operations, energy conservation/management, and green buildings.
- Working knowledge and understanding of the physical, mechanical, and safety components of building maintenance.
- Working knowledge of and experience with building engineering and construction practices.
- Working knowledge of principles and practices of project management and contract administration.
- Working knowledge of asset management and infrastructure planning.
- Working knowledge of Ontario workplace regulations including contractor coordination requirements.
- Working knowledge of cost control and financial management practices, budget formulation and maintenance processes.
- Knowledge of the Ontario Building, Plumbing and Fire Codes.
- Knowledge of energy efficiency and sustainability standards and rating systems.
- Proficient with Microsoft Office suite, and departmental specific software ie. Zoom.
- Able to work independently with minimal direction and respond to emergency situations.

Education/Training/Certification

- Minimum two (2) years of recent, progressively responsible experience in facilities management/administration and building operations and maintenance in a comparable operating environment to the DAHC.
- Must possess and maintain a valid Ontario driver's license and produce and maintain a clean driver's abstract.
- Post-secondary technical diploma from a recognized educational institution in a related field such as facilities/operations management, building technology, civil/mechanical engineering, project management or a suitable measurable equivalent combination of education and experience may be considered.

100% Organization Paid Benefits

- Health Benefits
- Employee Life AD&D Insurance
- Business Travel Life and Disability Insurance
- Dependant Life Insurance
- Employee Critical Illness Insurance
- Travel Accident Insurance
- Long Term (LTD) Benefit

Retirement Benefits

- Hospitals of Ontario Pension Plan (HOOP) with Immediate Eligibility

De dwa da dehs nye>s Aboriginal Health Centre has developed a compensation philosophy that will allow the organization to retain, motivate and develop talented people who share our values and contribute to our success.