



Maintenance Coordinator

MAINTENANCE COORDINATOR (PERMANENT – 1 FTE)

This role reports to the Supervisor, Facilities and supports the Facilities team in achieving the safe, effective and efficient operations of YW Calgary facilities. This role provides senior, hands on facilities experience, knowledge and capability and also coordinates the maintenance work. This position is responsible for general and specialized maintenance duties, snow removal, grounds care and general custodian related activities. This position may require some shift work and weekend duties including On-Call duties.

WHAT MOVES YOU

- Having a sense of order plus ensuring well maintained, safe and secure facilities for all stakeholders.
- Trouble-shooting, problem solving and leading a team effectively.
- Interacting with various stakeholders, all with unique questions and concerns.
- Working in a fast-paced environment and the excitement of juggling multiple priorities.

WHAT YOU'LL DO

- Assist in oversight of day-to-day building operations, facilities maintenance, safety systems and support any contractors supplementing these services.
- Ensure systems that support safety for our clients and employees are properly maintained.
- Support the ongoing safety of staff, clients and the public by supporting the workplace OHS program.
- Schedule and coordinate Maintenance staff to support day-to-day operations ensuring proper training for all team members.
- Develop, document, manage and maintain the planned preventative maintenance program for the facilities and all related building equipment.
- Create a positive and productive environment for all team members.
- Able to get to multiple worksites for different shifts as required (late evenings and early mornings included).

WHAT YOU'VE DONE

- Completion of a three-year post-secondary certificate or diploma in either building management or a related field, or an equivalent combination of education and experience.
- 5+ years of hands-on building operations experience, 3+ building management experience.
- Having excellent leadership abilities and being a team player are necessary for this role.
- WSIB Basic & Level II certification; WHMIS training certification; Current CPR & First Aid certification.
- 5th Class Building Operators (Alberta Boiler Safety certification).
- A valid Alberta driver license and clean drivers abstract.
- Excellent communication skills - both written and verbal.
- Good general computer literacy including MS Office Suite and Outlook.
- A working knowledge of HVAC, electrical and plumbing systems.
- A working knowledge of Alberta Fire & Building Codes and comprehension of mechanical, electrical and architectural blueprints and plans.
- Ability to lift 50+ lbs. and actively move throughout the entire workday.



If you want to work to change lives, we want to meet you.

Deadline: December 4, 2019

Competition Number: 2019078

www.ywcalgary.ca/work-with-us

Apply today with covering letter, salary expectations and resume to:

careers@ywcalgary.ca