
Community Building Facilities Manager

Where community, facilities, residential management and being in a senior role in the Westside's leading Neighbourhood House combines in a unique role.

Kitsilano Neighbourhood House

Our association started in Kitsilano in 1894. Since then we have been at the forefront of building our community through both meeting the needs of the community and helping to lead community. You will be joining a team of committed community professionals still enhancing and improving Vancouver's Westside. As part of meeting the need of the community, Kits House operates two residential buildings and offers well needed community rental space including the Westside's newest theatre.

Job Purpose

Working with a property management company, to collaborate with all stakeholders including residents/tenants, Kits House staff, renters and general contractors to ensure the efficient day to day operation and health and safety of Kits House buildings and its users. You will exercise preventive, corrective and predictive maintenance methods. This position also ensures that Kits House is maximizing its external rental program and overseeing all contracts for internal and external rentals.

Key Duties

To handle all aspects of tenant management in liaison with liaison with the Executive Director, including emergency response, and payments. Oversee employee and visitor safety, building maintenance, repair and upgrades, and comply with environmental, safety and health procedures relating to facility operations. To communicate all building/health and safety issues to the appropriate people, and to co-chair the Health and Safety Committee.

Policy development and implementation is also vital to this role. Monitoring expenditures and looking for cost efficiencies is important. Maintaining all systems in conjunction with our property management company. Being a handy person would be grate but not essential for the role. A valid BC driver license and criminal record check clearance are mandatory. A sense of humour will be useful.

Qualifications

Building management and knowledge of Residential Tenancy Act or equivalent working experience and related skills is essential. Along with a minimum of 2 years experience in a building management role, preferably in a not for profit environment, experience working with seniors and people with disabilities and BC Housing Registry and WHMIS training will be highly useful. Your proficiency with Office 365 and using building systems will be better than average. You should also be familiar with BC Housing, Human Rights Code and the Residential Tenancy Act.

This role is diverse, so good self management is key to mastering this role. Supervisory skills are an asset with supervising external contractors. You will need to be able weekends and evenings as required, especially for events where needed. Overseeing volunteers is also a key element of this role, especially in maintaining our buildings.

Your ability to work co-operatively in a non-profit, volunteer based organization will be complemented by your excellent communication skills (one-on-one and in groups) and inter-cultural communication and conflict resolution skills.

Physical Requirements

The candidate should be in good physical health to meet the demands of the position. Some lifting and moving of supplies, setting up tables and chairs.

Employment information

This is a full-time 35 hours per week position. The employment package includes a starting rate of \$49,000 - \$52,000 depending on experience. Please indicate in your cover letter how your skills are a match with our organizational values and the job tasks. You need to fill in the application form, which is part of the job package at <http://www.kitshouse.org/get-involved/job-postings/>

Please forward all applications to christaw@kitshouse.org before December 4th.

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position.

Our total compensation and benefits package reflects our commitment to our staff and their family. For more information about ANHBC please visit www.anhbc.org.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center