



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

## Facilities Manager Internal/External Job Posting Full-time

**South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the x̣ṃəθkwəỵəm (Musqueam), Skwxwú 7mesh (Squamish), and Səlíḷwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.**

South Vancouver Neighbourhood House is looking for a Facilities Manager for our Operations team. This is a full-time position. The Facilities Manager will be responsible for overseeing building and equipment maintenance at SVNH-operated facilities, including life and safety systems, electrical, mechanical, water, sewer, plumbing, carpentry, garbage/recycling, janitorial, painting, landscaping/grounds, equipment, furniture, and vehicles. The Facilities Manager will develop and implement a comprehensive preventative maintenance program, which includes budgeting, planning, monitoring, coordinating and implementing weekly, monthly and seasonal priorities.

### Duties and Responsibilities:

- In collaboration with Operations Director, establish budget and make recommendations for annual and ongoing maintenance of the facilities. Monitor maintenance budget spending.
- Establish standards, practices and procedures for annual and long-term maintenance to ensure full compliance with regulations and codes. Manage building and equipment maintenance schedules.
- Establish, develop, and maintain systems to keep records of maintenance contracts, schedules, expenditures, warranties, and vendor contacts.
- Assess facility needs and evaluate performance of building systems; oversee the acquisition, installation and operation of these systems and various construction projects at SVNH facilities.
- Respond to urgent emergency maintenance calls.
- Perform minor repairs and maintain buildings and associated structures, equipment, landscaping and grounds.
- Provide guidance to maintenance contractors, staff, and volunteers in interpreting relevant policies and procedures
- Manage equipment and supply needs, including furniture, kitchen appliances, office equipment, and vehicles.
- Liaise with vendors and suppliers on behalf of SVNH management, including contracted cleaning crews, maintenance workers, etc.
- Ensure MSDS are maintained and accessible in full compliance with WCB requirements; Provide training to staff on WHMIS
- Prepare for emergencies by maintaining building evacuation and other action plans.
- Perform regular building safety and security inspections and promote safety within the SVNH-operated facilities.
- Participate as an employer representative on the Joint Occupational Health and Safety Committee
- Document processes and keep records.

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**Building Better Neighbourhoods Together Since 1977**





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## Qualifications:

- A minimum of 2 years of experience in facilities management, project management, or related field
- Bachelor's or associate degree in facilities management, project management, or similar
- Extensive experience in building and equipment maintenance
- Advanced knowledge of maintenance planning and schedules
- Ability to respond to building and equipment emergencies
- In-depth knowledge of building safety regulations and security protocols
- WHMIS Certification
- Class 5 Driver's License
- Proficiency in Microsoft Office software, such as Microsoft Word, Excel, and Outlook
- Excellent organizational, communication, project management skills
- Criminal Record Check clearance required

**Compensation:** \$30.93 to 34.27 per hours + Municipal Pension Plan, Extended Health and Dental benefits, vacation and sick leave, Employee and Family Assistance Program

**Application Period:** October 1-18, 2024

**Job start date:** November 2024

Please send cover letter and resume by email with subject heading **Facilities Manager** to [careers@southvan.org](mailto:careers@southvan.org).

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted for an interview. No phone calls please.

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