

# Mothercraft's Evered Location is Seeking a New Full-Time Facility Coordinator!

Are you someone who knows how buildings and maintenance system hum and like keeping them humming in harmony?

Are you able to oversee the coordination of multiple projects?

Do you like your workday to have a variety of things to do?

Do you want to be part of a dynamic team that makes a difference in the lives of young children and families in Ottawa?

If you want to start your journey and join a fun, supportive and dynamic team who work together to help children grown and thrive, then we want to hear from you!

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We are seeking a Facility Coordinator to join our team in a full-time position. This is the person who keeps the building humming and our centre in a safe and welcoming condition for our children and families.

The Facility Coordinator, under the direction of the Director of Corporate Services, is primarily responsible for ensuring continuity at Mothercraft in the areas of building operations and maintenance, building leases, insurance, utility services and maintenance service contracts as well as providing administrative support to Mothercraft's programs. The Facility Coordinator is also responsible for the purchase of products and act as a backup to Reception. The Facility Coordinator must have the ability to adapt to new technology and ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

**If you want an opportunity to be the new Facility Coordinator and join our team in our Evered location** (475 Evered Ave), email your resume and cover letter to: [anne.boisvenue@mothercraft.com](mailto:anne.boisvenue@mothercraft.com) by December 23, 2022.

This position is 7.5 hours per day (37.5 hours per week), Monday to Friday 7.5 hour shifts scheduled between 7:30am and 5:30pm. Occasional evening or weekend hours are required. This position qualifies for our competitive vacation leave, group health benefits and health care spending account as per Mothercraft policies.



## Our Values

Through our work with families, staff, partners and the community, Mothercraft is dedicated to:

- Creativity: Exploring possibilities
- Nurturing: Supporting each other with compassion
- Inclusivity: Welcoming and encouraging diversity
- Integrity: Acting with honesty and reliability
- Collaborative Relationships: Built on respect and communication.

**QUALIFICATIONS:**

- Post-secondary education in an administrative field or a combination of education and work experience
- Three-five years of facilities and administrative experience
- Knowledge of the Occupational Health and Safety Laws
- Knowledge of equipment required for maintenance
- Ability to manage multiple projects at once while adhering to strict schedule deadlines
- Ability to write and format complex correspondence, including memos and letters
- Proficiency in database applications and administration systems
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint)
- A willingness and ability to be available after hours and occasional weekends for routine repairs and maintenance and crisis situations as required
- Must have a valid driver's license and regular access to a vehicle
- Valid Standard First Aid and CPR certification
- Satisfactory vulnerable sector police check
- Demonstrated time management skills
- High level of integrity and work ethic

**EXAMPLE OF JOB DUTIES**

- Manage facility and building operation services, repairs and maintenance provided by staff, service providers and contractors, ensuring completion is efficient, cost effective and with the least amount of disruption to the programs.
- Coordinate purchasing of products and services, conducting contractor/supplier walk through building visits, negotiating contracts, and liaising with suppliers (and their subcontractors if applicable) and contractors. Ensuring all companies hired to work for Mothercraft have the appropriate WSIB coverage and liability insurance. Maintains records of same.
- Supports the operations and maintenance of facilities (e.g. electrical, HVAC, plumbing, building automation, fire detection and suppression, electronic security and communication systems, roads and grounds).
- Constant monitoring of deficiencies and service calls.
- Negotiates with maintenance and repair contractors for services for resolving deficiencies.
- Ensures all planned and essential service maintenance is performed, documented and audited.
- Monitors maintenance schedules.
- Oversees building security.
- Active certified member of the Health and Safety Committee.
- Provides reception relief.
- While covering the reception position, acts as a first point of contact and provides general information to staff, clients, and the public.

**SALARY AND BENEFITS:**

Salary: Starting at \$19.74/ hour, with a salary range of \$19.74 - \$23.50 and progression

Vacation starting at 3 weeks, plus comprehensive group health benefits and Health Care Spending Account as per our policy manual

Access to ongoing Professional Development, including an annual agency-wide PD day (agency closes). Programs closure for the days between Christmas and New Years.

Start Date: January 23, 2023 or earlier/as soon as possible thereafter

Mothercraft Ottawa reserves the right to modify the terms of its benefit packages, from time to time, in its sole discretion.

**Please note that while we appreciate your interest in the position, only applicants who are short listed for an interview will be contacted.**

*Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.*

*Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.*