



Facilities Manager

Reports to: Executive Director

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 grow and thrive, we want to hear from you!

Job Summary

Under the direction of the Executive Director, this role is primarily responsible for ensuring continuity of building operations/maintenance, building leases, insurance, utility services and maintenance service contracts, as well as purchasing products, and overseeing a team of custodians. Successful candidates have the ability to adapt to new technology, and to deal with people sensitively, tactfully, diplomatically and professionally at all times.

OUR PROGRAMS: HELPING FAMILIES GROW AND THRIVE

Mothercraft Ottawa is a non-profit multifaceted family support agency offering a wide array of programs for families from pregnancy to school age. Mothercraft has been supporting and meeting the needs of families and care providers in our community since 1944.

We offer early learning programs and services that support early childhood development, and full-time, part-time and casual licensed childcare programs for children aged 6 weeks to 12 years. Mothercraft Ottawa's childcare programs are provided in a centre, in a school or in a caregiver's home and are available throughout the year.

We offer a comprehensive range of support services for parents, including prenatal classes, birth companion support, drop-in play groups and parenting workshops. As an EarlyON Child and Family Centre, we offer programs and workshops that support parents and caregivers in all aspects of early child development. Note all our programs are offered in both English and French.

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.



COMPETENCIES & QUALIFICATIONS

- College education in a related field, or equivalent work experience (3+ years)
- Excellent organizational skills and proficiency in Microsoft 365
- Versatile and flexible in high-pressure situations
- Problem-solver, proactive thinker, and effective time manager
- Ability to work both independently and in a team environment, and to manage multiple projects under scheduled deadlines
- Knowledge and how-to of basic repairs
- Sound knowledge of the *Occupational Health and Safety Act*
- Satisfactory vulnerable sector check
- Valid Standard First Aid and CPR certification
- Occasional overtime (after-hours, weekends) may be required for routine repairs, maintenance, and in crisis situations
- Valid driver's license and regular access to a vehicle

SOME OF THE WORK YOU WILL DO

- Serve as the primary contact and coordinator for maintenance and repair staff, service providers and contractors, ensuring efficient completion, cost-effectiveness and the least amount of disruption; ensure all contractors/service providers have WSIB coverage and liability insurance; ensure all service maintenance is performed, documented and audited
- Supervise custodian staff, including recruitment, scheduling and performance management
- Coordinate purchase of products/services, negotiate contracts, and liaise with suppliers and contractors
- Perform basic on-site repairs, oversee building security, prepare building asset inventory
- Protect the health + safety of others by adopting safe work practices and reporting unsafe conditions
- Support the operations and maintenance of facilities (electrical, HVAC, plumbing, building automation, fire detection/suppression, electronic security and communications systems, roads and grounds)
- Ensure compliance with provincial regulations and agency policies, procedures and best practices
- Participate in certified Health + Safety committees
- Other reasonable duties that may be assigned

SALARY AND BENEFITS

Hourly rate \$26.87 - \$29.71 with increases as per our compensation policy.

This position qualifies for our paid vacation leave (starting at 3 weeks per year), 15 days paid sick leave per year, group health & dental benefits with health care spending account, Employee Family Assistance Program, and Telus Health. Mothercraft Ottawa reserves the right to modify the terms of its benefit packages, from time to time, in its sole discretion.

HOURS OF WORK:

This position is **37.5 hours per week** - Monday to Friday 7:30am - 4:00pm.



COVID-19 considerations: All candidates must be fully vaccinated for COVID-19. All current Ottawa Public Health recommended Covid protocols are in place.

Please note that while we appreciate all 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.