



## **FACILITIES & PROPERTY COORDINATOR**

**Full time Permanent      35 hours per week**

The Facilities & Property Coordinator will coordinate the day-to-day aspects of facilities and property management for Family Transition Place (FTP), ensuring the safety, cleanliness, and functionality of all properties. The successful candidate will possess exceptional communication, organization and problem-solving skills and must effectively prioritize maintenance activities and issues across all agency properties including Orangeville, Shelburne, Bolton offices and in Second and Third Stage properties within the community.

The Facilities & Property Coordinator will manage all maintenance requests and requirements, maintain all supply inventory and communicate effectively with internal and external stakeholders to provide updates on agency, service, and client impacts of maintenance activities. They will coordinate all contractors, manage and keep detailed records of all preventative and seasonal maintenance schedules, and collaborate with multiple stakeholders concurrently to uphold organizational standards and ensure the safety and efficiency of spaces in which FTP provides client services.

### **RESPONSIBILITIES:**

#### **Facilities Management:**

- Oversee and schedule routine maintenance, repairs and cleaning for all FTP properties, including detailed records of all activities.
- Coordinate the completion of all agency and client maintenance and custodial requests.
- Prioritize and schedule service calls with contractors as needed.
- Manage all paper, plastic and cleaning supply inventory, including ordering and checklist upkeep.
- Complete safety checks and arrange inspections of all fire alarms, suppression systems, security systems, elevators, pests, etc. to ensure all facilities meet safety and security requirements.
- Maintain detailed and organized records of all activities supporting the safety, security, and cleanliness of FTP properties.
- Participates in the Workplace Joint Health & Safety Committee.

#### **Project Coordination**

- Coordinate construction and renovation projects of new and existing facilities together with external and internal stakeholders and contractors
- Act as the primary onsite contact for all hired contractors
- Work with Program Supervisors to develop contingency plans for service provision during all maintenance and renovation activities
- Communicate with relevant internal and external stakeholders to provide updates on agency, service, and client impact.
- Obtain project quotes and ensure approved budgets and deadlines are met and communicated with Leadership Team.
- Maintain a detailed log of all services, contractors and relevant privacy and insurance declarations to support planning for future service and seasonal maintenance

### **QUALIFICATIONS & CORE COMPETENCIES:**

**Safety. Support. Hope.** Building healthier communities – one relationship at a time.

follow us on:



20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243  
www.familytransitionplace.ca Charity BN: 107376378RR0001





- Post-Secondary education
- Training in property, facilities or event management is preferred
- 2+ years' experience
- Professional attitude, self-starter, and flexible.
- Strong computer administration skills, organization, and record-keeping.
- Strong communication skills, follow-through capability, and attention to detail.
- Maintain a current understanding of feminist philosophy.
- Works from an Anti-Racism Anti-Oppression (ARAO)/Intersectionality lens.
- Police Check and maintaining of clearance requirements during course of employment.
- Valid driver's license and insurance.
- CPR and First Aid Certification.

**Physical/Mental Effort:**

- Changing priorities to accommodate needs of others, and imposed deadlines.
- Working under pressure to meet imposed deadlines while performing daily duties.
- Using good problem solving and crisis management skills.
- Operating and maintaining fire and security systems.
- Landscape maintenance
- Lifting up to 50lbs unassisted from standing position.
- Climbing ladders, completing under counter inspections, working in tight confined spaces.
- Walking, sitting, or standing much of the day.

**Working Conditions:**

- Shelter facility which operates 24 hours a day, 7 days per week.
- Shared office.
- Busy environment with many interruptions.
- Many activities occurring in community settings or occasionally at satellite offices in Bolton and Shelburne.

**Hours of Work:**

- 35 Hours per week - Monday thru Friday with some weekend and evening hours, as-required

**Salary Range:**

- \$57,825.00 - \$64,255.00 + Group Benefits

The successful candidate will join a compassionate, caring and forward-thinking family of professionals.

Our steadfast feminist and family-first approach guides the work we do. We are committed to ensuring that FTP continues to boast strong staff retention and satisfaction through consistent collaboration, communication, skills and culture development opportunities throughout our organization.

Our commitment to our internal agency values of compassion, respect, inclusion, continuous learning and integrity is unwavering, and we are striving to create a culture rooted in inclusiveness. We are committed to unlearning biases and working towards undoing systemic racism and oppression towards, Black, Indigenous, People of Color, 2SLGBTQ+ and all marginalized identities.

follow us on:



**Safety. Support. Hope.** Building healthier communities – one relationship at a time.

20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243  
www.familytransitionplace.ca Charity BN: 107376378RR0001





We are focused on innovation and enhancement of our services for our clients; we are equally focused on creating a workplace that works with our staff. We are deeply proud of the culture we have developed, and the staff who continue to help us shape it. We'd love to have you join us!

Family Transition Place is committed to equity, diversity, and inclusion in all aspects of employment. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities. Accommodation is available upon request for candidates taking part in all aspects of the selection process.

Family Transition Place is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants, however, only candidates selected for an interview will be contacted.

AI is not used to filter applications.

follow us on:



**Safety. Support. Hope.** Building healthier communities – one relationship at a time.

20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243  
[www.familytransitionplace.ca](http://www.familytransitionplace.ca) Charity BN: 107376378RR0001

