

Facilities Manager – Ref. No. 19011

Community Health Centre

Permanent | Full-Time

The Alex: Changing Health. Changing Lives. The Alex Community Health Centre is a not-for-profit organization that is changing how we look at health care in Calgary. Our health, housing and food programs support our most vulnerable neighbours, tackling tough health and social issues head-on. Using a multi-disciplinary team approach, we focus care on assessment, intervention and promotion of all aspects of health. We embrace a model of health care that is accessible, responsive and participatory. In addition to the Community Health Centre, we run a Seniors Health Centre, a Youth Centre, two Mobile Community Health Buses, one Dental Health Bus, four Housing First Programs, a Community Food Centre and Youth Law.

What we do and why we do it:

The Alex Community Health Centre improves quality of life in our communities through a comprehensive model of healthcare. Our focus is on prevention, and our team of professionals work hard to step in before long-term interventions are needed, giving preventative care in a welcoming, easy to access environment.

The Facilities Lead is a support to the maintenance and custodial team, providing leadership and guidance to ensure safe and effective use of our facilities.

What you will do:

- Ensures safe, effective and sustainable use of all of our capital assets;
- Responsible for all matters relating to capital projects, building maintenance and safety, fire prevention, facilities management, construction projects & renovations, environmental sustainability and energy management;
- Development and implementation of multi-year plans related to space, facilities and all aspects of material resources in order to achieve the strategic goals established by the Alex;
- Oversees operations relating to maintenance, including preventive maintenance, technical maintenance and mechanical maintenance of equipment, buildings, vehicles and grounds;
- Works with the Finance Manager to develop and implement effective procurement processes;
- Participates in the development of internal policies and procedures, including the Emergency Response Plan and other policies related to capital assets, oversees their implementation, and develops management tools to maximize administrative practices
- Maintains files and documentation pertaining to the management of Alex property including those related to property and liability insurance;
- Development and implementation of fleet management strategy;
- Maintains an up-to-date inventory of the Alex's buildings, vehicles and equipment;
- Advises and supports the Executive team, managers and the community in general on the management of resources, including the collaborative development of processes to maximize efficiency;
- Works alongside managers in ensuring all occupational health & safety requirements are met;
- Responsible for the leadership, training and evaluation of the employees on the Facilities team.

What you bring:

- 3+ years' experience in facilities management position
- Strong understanding of occupational health & safety as it pertains to facility management
- Working knowledge of electrical, mechanical and HVAC systems
- Demonstrated leadership skills; ability to lead alongside others
- Impeccable verbal and written communication skills
- Excellent project management skills
- Responsible, being aware of, and following all health and safety, including psychological health and safety, policies and procedures; for protecting your own and others' health and safety at work sites; and, refraining from violence and harassment

How to apply:

If you are as passionate as we are about making a difference in people's lives, please submit your resume to jobs@thealex.ca and be sure to include the job title and reference number in the subject line.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

For further information about The Alex and its programs, we encourage you to visit our website at www.thealex.ca