



**YMCA of  
Hamilton | Burlington | Brantford**

**WILFRID LAURIER UNIVERSITY**

**LAURIER**  
*Inspiring Lives.*



**Facility Services Manager**

Laurier Brantford YMCA  
100 Water St.  
Brantford, Ontario, N3T 0P1

**Salary Range:** \$60,000-\$65,000

**Position Status:** Full-Time

**Placement:** September 2023

**Nature & Scope:**

The Facility Services Manager is an integral part of the Laurier Brantford YMCA leadership team, playing a leadership role in implementing standards of service excellence to ensure the delivery of high quality service to members. This is a hands-on role responsible for the development, implementation and maintenance of a fully integrated cleaning and maintenance plan. This role will also ensure that all regulatory compliance items such as Health and Safety, contracts and pool operations are maintained.

**Responsibilities:**

- Performs required workplace inspections, and schedules the overall maintenance operations of facilities including interior/exterior maintenance, equipment/machine repair, carpentry, plumbing, electrical, standardized cleaning and HVAC equipment work.
- Manages the work order system by assignment and prioritizing repair or breakdown requirements
- Develop and manage departmental budgets (maintenance and housekeeping)
- Participate in front line duties as required
- Provide leadership to a Facility team comprised of 10-15 full-time and part-time staff including housekeeping and maintenance staff to ensure a clean, safe and well maintained facility including recruitment, supervision, training, scheduling, payroll preparation and evaluation
- Work scheduled Duty Manager shifts
- Implement and utilize YMCA SAM standards
- In conjunction with requirements, co-ordinate facility mechanic staff, and outside trades people for preventative maintenance, repairs and other maintenance activities to be performed on equipment and building systems.
- Administer documentation, records management, accounts payable, supplies/inventory, departmental reports, etc.
- Maintain building automation system (BAS) and all branch mechanical systems to include seasonal transitions (including the maintenance of boilers and cooling towers)
- Maintain pool operations and maintain certified pool operators certification
- Ensure all health and safety standards adhered to, including fire safety, JHSC and partnership facility project meetings.

**Qualifications:**

- Two Year Post-Secondary education in building operations along with five years building services experience, and knowledge in one or more of the following areas:
  - Institutional or previous YMCA experience
  - Knowledge of Building Automation Systems (BAS)
  - Familiarity of HVAC Systems
  - Working knowledge of WHMIS and H & S directives
  - Certified Pool Operator is preferred



**YMCA of  
Hamilton | Burlington | Brantford**

WILFRID LAURIER UNIVERSITY

**LAURIER**  
*Inspiring Lives.*



**Qualifications Continued:**

- Strong communication skills, both written and verbal
- Excellent interpersonal skills
- Three years supervisory experience and budgetary management
- Knowledge and qualification in pool operations is an asset
- Must provide a current criminal reference check as per the Association's policy

**Competencies:**

**Concern for Health and Safety**

Acknowledges and understands how to manage and educate others on risk and harm reduction

**Problem Solving**

Identifies an issue and works towards a solution

**Quality Focus**

Ensures that Laurier Brantford YMCA programs and services are superior

**Leadership**

Guides, motivates, and inspires self and others to take action to achieve desired outcomes

**Results Oriented**

The ability to lead, manage, and achieve identified goals

**Relationship Building and Collaboration**

Builds positive interactions both internally and externally to achieve work related goals

**Creativity and Innovation**

Develops new ways or adapts existing ideas to help achieve desired results

**Apply Now**

If you are interested in this position, please submit your letter of application, resume and salary expectations by **August 21, 2023** to the attention of:

**Shannon Davis, General Manager**  
YMCA of Hamilton/Burlington/Brantford  
[Shannon.davis@ymcahbb.ca](mailto:Shannon.davis@ymcahbb.ca)

**We thank all applicants; however, only those considered for an interview will be contacted**



**YMCA of  
Hamilton | Burlington | Brantford**

**WILFRID LAURIER UNIVERSITY**

**LAURIER**  
*Inspiring Lives.*



### **Organizational Overview:**

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people

This position requires a commitment to the YMCA mission and core values of: Responsibility, Honesty, Caring, and Respect, as well as, a commitment to building developmental assets in children and adults. All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire.

### **Accessibility:**

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Acts (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate contacting our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.

### **Internal YMCA Applicants:**

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.