



**YMCA of  
Hamilton | Burlington | Brantford**

## **Facility Services Manager**

Hamilton Downtown Family YMCA  
79 James St. South Hamilton, Ontario, L8P 2Z1

**Starting Salary:** \$60,000.00-\$65,000.00 annually (**commensurate with experience**)

**Position Status:** Full-Time with benefits and a complimentary YMCA membership

**Placement:** Immediate

### **Nature & Scope:**

The Facility Services Manager is an integral part of the Hamilton Downtown YMCA leadership team, playing a leadership role in implementing standards of service excellence to ensure the delivery of high-quality service to members and residents. 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 contracts and work.
- Manages the electronic 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 service 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.

## **APPLY NOW**

If you are interested in this position, please submit your letter of application and resume, by **November 20, 2023** attention:

Ashley Laing  
General Manager, Hamilton  
Downtown Family YMCA  
[ashley.laing@ymcahbb.ca](mailto:ashley.laing@ymcahbb.ca)

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

## **Inclusion, Diversity, Equality and Accessibility**

The YMCA of Hamilton, Burlington, Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity.

We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply.

If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Learning and Culture (HR) department [hr@ymcahbb.ca](mailto:hr@ymcahbb.ca).



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**Responsibilities continued:**

- Administer documentation, records management, accounts payable, supplies/inventory, departmental reports, etc.
- Maintain building systems and all branch mechanical systems to include seasonal transitions
- Oversee the maintenance and building requirements for 174 room residence operation
- Maintain pool operations and maintain certified pool operator's 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
  - Electrical/Plumbing
  - Mechanical & HVAC System
  - WHMIS and H & S directives
  - Certified Pool Operator is preferred but training can be provided
- 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

## Why Work for the YMCA?

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At the YMCA of Hamilton/Burlington/Brantford in addition to fair wages, we offer a complimentary general membership with additional options for family participation. A comprehensive benefits program is also available to employees including a competitive and robust pension program. YMCA Employees enjoy a generous vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education. Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.



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