

Facility Maintenance Coordinator, Operations

This position is for those with a passion for the day to day building and property maintenance of the SPAC campuses in both a supervisory (40%) and hands-on (60%) capacity. Competency in all types of maintenance work, scheduling and prioritization, and effective communication are essential.

KEY ACCOUNTABILITIES:

Property Management – Upkeep, Maintenance, Repairs

- Schedule, assign and perform routine maintenance and repairs, including but not limited to, carpentry, electrical, drywall and painting, plumbing, heating/ventilating, minor roof repair, office reconfiguration.
- Oversee the upkeep of the property, including the grounds, parking lots and playground maintenance.
- Inspect and test fire protection and generator systems.
- Achieve safety and quality standards; troubleshoot issues to determine cause and solution.
- Prioritize work requests based on urgency.
- Coordinate work with external licensed trades as warranted.
- Promote reliability culture throughout the organization.

Property Management – Safety and Security

- Monitor and maintain security protocols (i.e. site security, access control, information).
- Assist with implementation of emergency response plan and procedures.
- Promote safety culture throughout the organization.

General

- Utilize CMMS (computerized maintenance management system) to document maintenance activities and further develop preventative and predictive maintenance programs.
- Monitor interior and exterior upkeep of campuses to ensure cleanliness and safety standards are met.
- Prepare reports as required for management review.
- Seek opportunities to implement sustainable practices and improvement initiatives.
- Influence the team to seek best practices, manage change and promote continuous improvement.
- Build and maintain effective working relationships, displaying Christ-like character and a strong service orientation.
- Other duties as assigned.

QUALIFICATIONS and SKILLS:

- Knowledge and proficiency with facility equipment and building systems.
- Competency with CMMS, MS Office and other software tools.
- Proficiency with power and hand tools.
- Excellent interpersonal skills with the ability to collaborate well with others.
- Strong time management skills.
- Adaptable and flexible; problem solver.
- Background in working with outside vendors and contractors an asset.
- A red seal trade ticket in one construction discipline is preferred.
- WMIS, height safety and first aid certifications an asset.
- Some on call weekend and evening work required; proximity to campuses an asset.
- Able to lift and/or move up to 70 lbs.
- Clean driver's abstract; own vehicle not required for work.
- Clear vulnerable sector check.

Working Hours: Full time with benefits package (35 hours per week; 0.88 FTE)

Reporting to: Facilities Manager, Operations

Special Notes:

- Committed to supporting the core values and modeling core practices of the church.
- Will follow and live by the "Rule of Life" adopted by the SPAC staff, and adhere to the policies and procedures of the Staff Handbook.
- Committed member of Sherwood Park Alliance Church or willing to work towards membership.

If this opportunity is of interest to you or you know someone who may be a good fit, submit a resume to human.resources@spac.ca.

Position will remain open until a suitable candidate is found.