



Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

We are currently looking to hire a:

**Facilities Coordinator
1 - Full-Time, Permanent (35 hours per week)**

Reporting To: Chief Finance & Administration Officer

Purpose:

Facilities Coordinator is to ensure and maintain the safe, organized and efficient operations of all SCHC's physical facilities.

The incumbent works in tandem with the Chief Finance & Administration Officer (CFAO) and the Generalist, Corporate & HR to support the Facilities portfolio of all 10 SCHC sites. Ensuring all site repairs and maintenance are timely, up to established quality standard and cost effective. This role is an active certified member of the Joint Health and Safety Committee (SCHC). It builds relationships with internal and external stakeholders.

Responsibilities:

1. Site Maintenance

- Ensures that both reactionary and preventative maintenance (HVAC, plumbing, electrical, housekeeping, building infrastructure, alarms/ security systems, fire drills, fire inspections, etc.) are carried out at all SCHC facilities as required.
- Schedules and dispatches contractors and maintenance vendors, providing maintenance/ repairs to building, ground and equipment, to ensure that work is completed on budget and in a timely manner.
- Ensures all facilities are maintained according to organizational standards and in compliance with building code and other government regulations.
- Ensures the security of all sites and provides support for facility related emergencies as required.
- Liaises with landlords, property managers and building superintendents.
- Coordinates timely communications with internal or external customers on the status of all outstanding work orders and make arrangements to minimize operational disruptions until the work is completed.
- Provides support to clients, employees and vendors/ contractors for relocations or moves in and out of various SCHC sites.



- Maintains accurate records of all repairs, preventative maintenance, inspections etc.

2. Procurement Activities

- Assists with the successful negotiation of new leases or lease renewals and preparatory work, site inspections, costing, estimates etc.
- Supports procurement process ensuring all organizational activities are aligned with provincial legislation such as the Broader Public Sector Procurement Directives.

3. Administrative Duties

- Assistance with filing reports for various facilities/ and Joint Health & Safety matters.
 - Fire Drills
 - Most sites are done quarterly
 - Assist with reports and coordination
 - Vendor/ Contractor List
 - Assist with yearly audit on vendors/ contractors to ensure:
 - Contracts/ account managers are updated
 - Products/ services SCHC receives are current
 - Maintain the current vendor maintenance and repairs list
 - Workplace Inspections
 - All sites are inspected once a month at minimum
 - Assist with reports and coordination

- 4. Other duties and tasks assigned.

Qualifications:

Skills and Knowledge

- Attention to detail
- Excellent organizational skills
- Proficient knowledge of Word, Excel and PowerPoint
- Good analytical and problem-solving abilities
- Excellent interpersonal and communication skills
- Efficient team player
- Sound judgement
- Integrity

Education and Professional Experience:

- Diploma or degree in Business Administration

Two years of experience in property management or experience working in a facilities role in a multi-site organization.



Hours of Work:

Flexibility is required in this role outside the 9am-5pm work hours to effectively execute its duties and responsibilities as well as mitigate emergencies, including disasters and business recovery activities.

Remuneration: \$29.66 - \$34.63

Band: F

Please note: All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

Please apply in confidence to HR by email: Recruitment@schcontario.ca

We would like to thank all applicants; only those invited to interviews will be contacted.

Note: Please quote **FC** in the subject line.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+.

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

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