

Facilities Manager (Squamish)

JOB DESCRIPTION

The Facility Manager is a key position in the successful operation of the Evans Lake Forest Education Centre (ELFEC), by ensuring the facility is safe, comfortable, and memorable for all campers. ELFEC's site includes a recreation hall, dining hall with commercial kitchen, office, workshop, ten cabins, a recreation hall, three washhouses, four residences, a waterfront, trails and forested grounds. Evans Lake is serviced by electricity, a water treatment system, propane, satellite internet, and a septic system. The Facility Manager works in collaboration with the leadership team to ensure strong preventative and corrective maintenance plans are in place for all buildings, grounds, critical systems, and equipment. This role seeks an individual who is creative problem-solver, can work independently, can manage a small team seasonally, and work hands-on to fix/repair/replace items.

GENERAL DUTIES & RESPONSIBILITIES

The Facilities Manager is responsible for the maintenance and cleanliness of ELFEC's buildings and grounds, including:

- Carrying out corrective, preventative and predictive maintenance of ELFEC's buildings, equipment, supplies and associated infrastructure (including docks, outdoor spaces, trails, etc.).
- Repairing and maintaining grounds, culverts, ditches and driveways, and roads (including snow-plowing).
- Making sure camp is clean, sanitized, safe and prepared for user groups.
- Scheduling and overseeing the maintenance of vehicles and trailers: keeping them clean, safe, and presentable.
- Managing removal of garbage, composting and recycling, with a focus on recycling.
- Completing regular water sampling and water system maintenance.
- Creating and managing the facilities budget.
- Scheduling and overseeing the upkeep of the fire suppression equipment.
- Managing facilities staff (1-2 person team) and volunteers including training, recruitment and day-to-day operations.
- Instruct and oversee junior team members on safe equipment usage, as needed.
- Leverage Evans Lake's community of volunteers when safe and appropriate for the project/task at hand.

SKILLS & ABILITIES

- Hands-on and applied skills (or the ability to learn) of a variety of trades and maintenance areas including plumbing, electrical, carpentry, mechanical systems and landscaping.
- Oversee the acquisition, installation, and operation of building systems.
- Further develop and implement standards and procedures for annual and long-term maintenance.
- Regularly evaluate and document the state of building systems (electrical, water, septic, mechanical), interior and exterior building structures. Keep accurate digital repair and maintenance records.
- Cost management: able to identify and implement cost reductions strategies; and optimize resources through effective planning & scheduling, estimating, and ordering of equipment and materials.
- Critical thinking, creative problem-solving and strong initiative.
- Strong interpersonal & communication skills and functional written English language skills.
- Computer comprehension including emailing, Slack, Microsoft Word & Excel.
- Physical ability and strength. This position involves regular physical activity and labour.

PROCEDURAL

- Develop and implement procedures for supervision of contractors and volunteers.
- Further develop and implement the preventative maintenance program.
- Develop and implement procedures for fire suppression and prevention.
- Further develop and implement written procedures for a record keeping system for all equipment, including warranties, instruction manuals, maintenance work, part ordering information, etc.
- Develop and implement written procedures for pest control.
- Develop and implement written procedures to ensure that contractors have appropriate WorkSafe coverage before onsite work commences.
- Develop and implement written snow and ice removal procedures.

COMMUNICATION

- Deliver verbal and written reports to the Director of Operations & Education regarding facility operations, inclusive of key decisions, annual reports, ongoing projects, staffing updates, or concerns.
- Work in collaboration with all ELFEC staff and volunteers to enhance the facility potential.
- Recruit and oversee contracted trades, technicians and other maintenance-related third parties when required. Develop positive rapport with trade contractors.
- Maintain sound relationships with regulatory officers, suppliers, and local authorities.
- Provide courteous and friendly support to clients and staff. Collaborate respectfully and effectively with the onsite Program Manager and Food Services Manager.
- Respond to emergency building and grounds related repairs on evening and weekend callout, when required.

REPORTING & EVALUATION

- The Facilities Manager reports directly to the Director of Operations & Education.
- Performance evaluations will be done semi-annually with the Director of Operations & Education.
- Performance to be measured by, but not limited to:
 - Budget variances with respect to maintenance expenses.
 - User group feedback with respect to facility maintenance and cleanliness.
 - User group feedback with respect to hosting activities.
 - Quality of ongoing maintenance and cleanliness of the camp.
 - Achievement of development and implementation areas within the job description.

ADDITIONAL REQUIREMENTS

- Criminal record check including Vulnerable Sector Search (VSS).
- A Small Water Systems (SWS) operator certificate or the ability and willingness to obtain and maintain it.
- A class 5 license and the ability and willingness to obtain and maintain an unrestricted class 4 license.
- May require tasks beyond what is listed on job description to support overall operations of ELFEC.
- Will involve working outdoors year round.

THE POSITION

A full-time, year round position, 40 hours per week.
Approx. 90% maintenance, 10% administrative.
\$60,000-66,500, based on experience, education and training.
On-site accommodation negotiable, if required.
Plus, comprehensive extended health and medical benefits and cell phone.

HOW TO APPLY

Please apply at your earliest convenience. Applications are reviewed on a rolling basis as they are received.

Please email your resume and cover letter to conor@evanslake.com

Thank you for your interest. Please note that only shortlisted candidates will be contacted.

ELFES is an equal opportunity employer. We are proud to uphold human rights, we value the inclusion of all members of our community, and we strive to create a safe and fun environment for everyone to explore and learn about the forest.

We acknowledge that Evans Lake is located near Ch'yakmesh, on the unceded territory of Skwxwú7mesh Úxwumixw. (Squamish Nation)
