



Job Summary, Facilities Manager

About the Charity

Trails Youth Initiatives became a registered charity in 1992 and offers a safe haven for youth from the GTA who encounter barriers to success. Our mission is to challenge and equip vulnerable youth to become contributing members of society. We offer participants a feeling of belonging and our *Four Seasons, Four Years, For Life* outdoor program helps them develop life skills and build confidence through high school credits, bursaries and mentorship. Our vision is to break the cycle of poverty by teaching kids practical skills, fostering a sense of community, developing emotional intelligence and facilitating academic performance, all of which translates to employability. In the process, we forge lasting connections and each child becomes a unique branch on our family tree of graduates. We celebrate together as they reach a turning point and surpass all expectations – society's as well as their own.

About the Position

Reporting to the President, the Facilities Manager oversees, maintains and improves the Charity's premises and property and ensures the safe functioning of on-site operations. Responsibilities include the proper functioning of buildings and equipment; monitoring, maintenance and recording for all systems, facilities and equipment; preparation of the site for all users; coordinating system repairs and monitoring system performance; maintaining adequate parts inventory and ordering additional items as needed; coordinating the overall maintenance of the building by contracting out furnace/air conditioning, landscaping and snow removal services; carrying out equipment audits and health and safety inspections and documenting the results; arranging fire inspections and filing reports; ensuring that all licensing and vehicles are up to date; and completing weekly health and safety inspections. Also, the Facilities Manager oversees Impact Day volunteers and Facilities Assistants.

This position carries out its mandate within parameters set by the President. General accountabilities include contributing to a positive, healthy and safe work environment, collaborating across functions and supporting, coaching and inspiring volunteers. Being successful in this position requires strong organizational skills and knowledge of technical and engineering operations in facilities management and basic accounting and finance principles.

Rather than being all over the map, you will focus on a few key tasks at a time to make sure that each is handled well. Crucially, you will be passionate about the Charity's mission to challenge and equip vulnerable youth to become contributing members of society.

Key Responsibilities

General

- Aligns behaviour with Charity mission and values
- Contributes to work culture of high collaboration, productivity and support
- Ensures that documentation is accessible, traceable and accurate
- Writes clearly and informatively and edits work for spelling and grammar
- Strives to expand professional knowledge to enhance impact and innovation
- Complies with Charity policies and procedures, including health and safety
- Maintains strict confidentiality and security of office files
- Knows and understands 'Trails Way' and participates in program as appropriate

Facilities Management

- Oversees, maintains and improves Charity's property and ensures high functioning and safety of on-site operations
- Manages operations of site, equipment and buildings and prepares these for users
- Ensures that security and emergency preparedness procedures are in place
- Coordinates system repairs and monitors system performance
- Coordinates maintenance and contracts out for furnace, landscaping and snow removal services upon securing quotes from at least three sources
- Checks work completed by contractors and reviews service contracts
- Maintains appropriate levels of parts inventory and orders items as needed
- Conducts equipment audits and ensures that licensing is up to date and vehicles in good state of repair
- Inspects buildings' structures to determine any need for repairs or renovations
- Recommends maintenance, mechanical, electrical, and facility design modifications
- Plans and coordinates all installations and refurbishments
- Ensures compliance with all safety and security protocols, arranges semi-annual fire inspection and completes weekly health and safety inspections
- Collaborates across functions and meets with President to discuss potential issues
- Ensures that facility is clean and maintained according to policy and procedures
- Oversees and coaches Impact Day volunteers and Facilities Assistants
- Ensures physical and emotional safety of Impact Day volunteers and Facilities Assistants
- Trains volunteers on workplace safety precautions

Qualifications and Requirements

- BSc/BA in Facilities Management, engineering or business administration
- At least 3 years' experience in similar capacity, ideally in not-for-profit environment
- Experience working with Facilities Management software and MS Office
- Relevant professional qualification (e.g. CFM) an advantage
- Excellent numeric and administrative skills and appreciation of procedure
- Solid knowledge of technical and engineering operations and best practices
- Outstanding organizational and time management skills
- Working knowledge accounting and finance principles, including capital investments, tax planning and depreciation
- Strong interpersonal and communication skills (verbal and written)

- Familiarity with general accounting principles, practices and procedures
- Track record of achievement in:
 - ☐ Proper functioning of operations and equipment
 - ☐ Compliance with safety and security protocols
 - ☐ Punctual attendance and schedule adherence
 - ☐ Working effectively as part of larger team
 - ☐ Overseeing and coaching volunteers
- Understanding of how various functions rely on each other's performance
- Thoroughness and keen attention to detail
- Ability to create insightful reports and recommendations for review by President
- Ability to connect with people from all backgrounds and varying degrees of experience
- Ability to switch tasks, respond to shifting priorities and refocus after interruptions
- Valid Ontario 'G' driver's license free of serious offenses under *Highway Traffic Act*
- Willingness to work outside of regular business hours as needed

Profile

- Sincere interest in helping youth
- Professional, conscientious and punctual
- Inquisitive, persistent and proactive
- Unfazed under pressure
- Intellectually curious

Necessary Resources

- Facilities Manual, Fire Safety Plan, Camp Safety Plan, Waste Management, Fire Equipment Inspection, Trails Map, Lead Flushing, Poster, Water Reg. for Schools 243/07, Water Reg. 170/03, Water Adverse notification, Workplace Inspection Checklist
- Documents: Inventory & locations, Facilities Preventative and Occurrence Journal, Drinking Water Emergency Plan and Annual Water Report 19-20
- Blank documents: Circle Check, Exception to Daily Log, Fridge/Dishwasher Temps, Fire Pull Station, Water Monitoring, Water Sample Release, Beach Water Sample Release, Beach Water Surveillance

Note: as the Charity grows and legal requirements as well as our participants' needs change, management may change tasks assigned to this role accordingly.