



Wellness Society

KAMLOOPS / MERRITT / PENTICTON

Streets → Homes → Health → Employment

Coordinator of Property Maintenance and Cleaning (Kamloops)

Reports To:	Chief Operating Officer
Term:	Permanent Full-Time
Hours:	Monday to Friday 8:30am to 4:30pm with ½ hour paid break.
Wage Range:	Commensurate with experience.
Vacation:	Permanent Full-Time/Temporary Full-Time (over three months) who work more than 30 hours per week are eligible for three weeks paid vacation in the first year and they may be taken after a successful probationary period. In the second year, this entitlement increases to four weeks. In the fifth year, the entitlement increases to five weeks. Each year after five years the entitlement is five weeks plus one day for every subsequent year to a maximum of six weeks. <i>Unless otherwise negotiated.</i> Permanent Part-Time/Temporary Part-Time employees (22.5 hours per week and over on contracts more than three months) vacation entitlements accrue each payroll according to <i>Employment Standards Act BC (as amended)</i> . Casual/On-Call/Permanent Part-Time/Temporary Part-Time employees (under 22.5 hours per week or on contracts less than three months) vacation entitlements are paid out each payroll according to <i>Employment Standards Act BC (as amended)</i> .
Benefits:	Permanent Full-Time employees are eligible for full health benefits (minimum 30 hours per week). Temporary Full-Time employees for a term longer than three months are eligible for full health benefits (minimum 30 hours per week). These hours can be fulfilled through a variety of permanent positions. Part-Time Employees are eligible to take part in our Health Care Spending Account which provides a tax-free partial reimbursement for eligible healthcare expenses up to the bi-annual maximum for Permanent Part-Time, Temporary Part-Time and Caretakers through a third-party administrator. Permanent Full-Time and Permanent Part-Time employees have access to the Wellness Plan benefit. All employees have access to two paid culturally sensitive days, Annual Retreats, Training, and ASK Staff Social Events.

Who is the ASK Wellness Society? The ASK Wellness Society is a not-for-profit organization that supports individuals within the BC Region with opportunities and the resources to change their current situation. It is about reaching out to those people who are homeless and battling addictions, helping them find housing and medical care, addressing their addictions, stabilizing mental health issues and, ultimately, providing them with the skills to re-enter the work force. The ASK Wellness Society administers an unconditional sense of hope to those who are convinced they are incapable of ever achieving a stable and meaningful life.

Purpose and Function: Under the direction of the Chief Operating Officer, coordinate the operations and activities in Kamloops of the Maintenance and Cleaning Department by overseeing maintenance and cleaning/pest control services for the Society. In collaboration with the ASK Wellness Society Officers, Directors and Coordinators, work to ensure standardization of systems, identification of efficiencies, and integration of performance improvement strategies. Service delivery is based on a client centered, non-judgmental perspective.

Specific Responsibilities:

- Manage the daily operations of the Maintenance and Cleaning Department ensuring compliance, safety, and best practice for corrective and preventative procedures;
- Oversee the Maintenance and Cleaning Department in collaboration with the Coordinator of Property Administration by tracking work hours and maintaining and distributing work orders;
- Work with Building Managers/Coordinators to ensure building repairs, cleaning maintenance are completed in a timely manner;
- Work with Building Managers/Coordinators and Occupational Health and Safety Committee to ensure properties and work sites comply with guidelines (i.e., fire inspections/drills/first aid etc.);
- Mentor, supervise and coach Property Services Maintenance and Cleaning Team;
- Mentor, supervise and coach the Pest Control Team, ensuring compliance, safety and best practice;
- Establish, implement, train, and monitor maintenance and safety guidelines for the Maintenance and Cleaning Department including safety on the job and preventative maintenance;
- Make recommendations for major repairs and purchases to the Chief Financial Officer and the Director of Development and Capital Asset Planning;

- Receive complaints, resolve problems, and/or refer to appropriate Officer/Director when required;
- Monitor work performed by contractors, prepare estimates of labour and material costs to submit to the Chief Operating Officer and the Director of Development and Capital Asset Planning;
- Improve function and reliability of Society systems and associated equipment by studying performance results such as identifying, recommending, and implementing changes, expansions, and additions;
- Prepare weekly maintenance and cleaning scheduling and assign tasks to team members;
- Review and submit all employee time sheets, expenses/mileage, and time off requests;
- Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to the Maintenance and Cleaning Department;
- Monitor employee productivity, workflow, work orders, provide constructive feedback and coaching when required and conduct Annual Performance Reviews;
- Ensure adherence to legal and company policies and procedures and refer any disciplinary actions if the need arises to the People Experience Department;
- Represent the Maintenance and Cleaning Department at Society Safety Meetings;
- When requested, be a member of the Performance and Quality Improvement team in which you will encourage the organization to use data to identify areas of needed improvement and implement improvement plans;
- Ensure compliance with all Society supportive standards, policies, and procedures;
- Other duties which may or may not be listed within this job description.

Qualifications and Suitability:

- Bachelor's degree in Business Administration, facility management or similar field is preferred;
- 5+ years' experience in maintenance management an asset;
- Three (3) years' experience in supervisory role;
- Knowledge of engineering concepts including but not limited to plumbing, carpentry, and electrical systems an asset;
- Knowledge of mental health/addiction and homelessness an asset;
- Ability to coach/manage staff to develop high-performance teams with the ability to set and achieve strategic objectives;
- Skills in mediating conflict between various interests;
- Excellent communication, writing, documentation, and organizational skills;
- Must pass criminal record check for vulnerable sector and reference screening;
- Level 1 First Aid required;
- Must have access to vehicle in good working condition and possess valid driver's license with relevant insurance;
- In-house Violence Prevention, Cultural Awareness Training, and 2sLGBTQ+ Training provided;
- It is noted that this is a pet friendly environment.

Effective November 1, 2021, the Society requires all employees to be fully vaccinated (as defined by Health Canada). Full vaccination will be required before commencing employment with the Society unless a legal exemption is obtained.

The ASK Wellness Society is dedicated to promoting diversity/multiculturalism with inclusion as one of our Core Values. We are fully focused on equality and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

We invite applicants to self-identify as First Nation, Métis, or Inuit within cover letters and/or resumes.

The ASK Wellness Society now offers assistance from an Employment Advisor. If you self-identify as Indigenous (First Nations, Métis, or Inuit) and would like assistance with the application process, job readiness, interview readiness or tips for resume and cover letter writing, send your questions via email and you will be redirected to the Employment Advisor.

Closing Date: January 5, 2021, at 9:00am

Interview Dates: January 14, 2021 (Zoom)

Send cover letter and resume to: Careers@askwellness.ca

Please Reference Position: Coordinator of Property Maintenance and Cleaning

Attention: People Experience

Note: This description may be amended at any time in response to operational and funding requirements and may include other duties not outlined here.