

Job Description

POSITION:	Facilities Coordinator
ACCOUNTABILITY:	Facilities Supervisor
CLASSIFICATION:	Full Time
DATE APPROVED:	February 15, 2023

JOB PURPOSE

The Facilities Coordinator is responsible to coordinate and accommodate building requirements, and the needs of both staff and clients. The Facilities Coordinator also identifies, coordinates, and accommodates Agency operated Alternative Care homes. The Facilities Coordinator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Building Coordination

To coordinate all infrastructure, office and maintenance requirements.

- Identify and negotiate building space and infrastructure requirements;
- Negotiate leases, agreements, purchases and contracts with vendors and suppliers;
- Prepare, coordinate, implement and monitor lease agreements, contracts for renovations, contracts for building maintenance and cleaning;
- Ensure maintenance and management of appliances;
- Identify, coordinate and ensure acquisition of office furniture, office equipment, communication systems, office safety, security and building signage;
- Conduct minor repairs and maintenance (ie. Hang pictures, whiteboards, etc.);
- Assist with coordination and planning of facilities, floor plans and desk assignments;
- Coordinate logistics for vacating or assuming new office space (ie. Keys, alarm systems, etc.);
- Coordinate and communicate schedules for moving into new or vacating old office space;
- Develop, implement and maintain an inventory management system;
- Using best practices, and adhering to BPS Requirements, compile competitive quotes for all products and services.

Health and Safety Compliance

To coordinate and implement requirements to meet relevant health and safety legislation.

- Take reasonable steps to ensure health and safety of staff, clients and visitors;
- Ensure facilities are maintained with best practices for energy conservation, carbon footprint reduction and other relevant environmental standards;
- Participate in the development and implementation of Business Continuity Plans;
- Ensure Agency is knowledgeable of community Emergency Preparedness Plans;
- Ensure buildings are in compliance with Health and Safety Legislation.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external stakeholders;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishnaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Diploma or Degree in Civil Engineering
- Training in building maintenance would be an asset

Minimum Experience

- Three (3) years' Building Maintenance Management experience
- Experience negotiating and coordinating contracts, RFP's, work orders
- General contracting experience
- Experience working with Indigenous people, organizations and communities
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of Building Codes, infrastructure requirements, Health & Safety Legislation, and building maintenance practices
- Knowledge of First Nation and Urban Aboriginal building systems
- Knowledge of North Shore First Nations

Special Skills

- Excellent project management skills
- Excellent research and analytical skills
- Excellent technical skills
- Excellent negotiation skills
- Excellent oral and written communication skills

- Excellent organizational skills
- Excellent time management skills
- Excellent computer skills with MS Office and Computerized Maintenance Management Systems
- Excellent problem solving skills
- General building maintenance skills
- Ability to read and understand blue prints and perform mathematical calculations
- Ability to manage and coordinate multiple priorities
- Ability to take action in a crisis management environment and work under pressure
- Ability to use power tools
- Ability to work at heights (ie. ladder)
- Ability to work independently and within a team environment
- Ability to take initiative, meet deadlines and work flexible hours
- Ability to adapt to and manage change

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabek culture, traditions and the Seven Grandfather Teachings.
- Ability to understand and speak Anishnaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION:

The location of this position will be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Facilities Coordinator will typically be in an office and community setting. The Facilities Coordinator is frequently required to observe and evaluate community buildings, interact with community Technical Departments, operate a computer, file and retrieve written documents and work overtime when required or during emergency situations. The physical demands include but are not limited to: standing, sitting, walking, lifting, carrying and reaching, handling, kneeling, crouching and bending. The Facilities Coordinator will be required to travel to meetings in the province of Ontario.

Positions requiring research and analysis can be mentally challenging. As a result, this position is more mentally challenging than physical. There will be extended periods of sitting for administrative purposes or to attend meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate but may be loud on occasion. The nature of the position may expose the Facilities Coordinator to moderate levels of tension when dealing with community infrastructure issues. The level of tension is usually moderate with moderate levels of tension occurring on occasions.

Given the traditional practices of Indigenous people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, Photocopier, Telephone, Cell Phone, Fax Machine, Adding Machine, Measuring Tape, etc.

KEY RELATIONSHIPS

Internal

The position requires interaction with Facilities Supervisor, Manager of Infrastructure and Technology, Senior Management, Director of Finance and Information Technology, Chief Executive Officer, and other staff.

External

Facilities Coordinator will interact with all First Nations, urban Aboriginal Agencies, infrastructure vendors and suppliers (Hydro, Bell, Internet, Security, Office Furniture), contractors and other agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date