

WE ARE LOOKING FOR...

FACILITIES SUPERVISOR— CHILLIWACK



WHO ARE WE

Elim Village is a leading provider of Senior's Housing and Care in British Columbia offering a variety of housing options from independent living to residential care at our Surrey Campus. In early 2014, Elim started an exciting new phase of development in the Garrison Crossing area of Chilliwack, BC. The Garrison Crossing location includes a fully occupied 64-unit 55+ rental building ('The Redwood') and two Independent Living buildings; a 60-unit building that opened in May 2018 ('The Sequoia') and a 47-unit building opening in November 2019 ('The Douglas'). Several additional Independent Living, Supportive Living and Full Care buildings are planned to complete the Elim Village Garrison Crossing site.

JOB SUMMARY

The **Facilities Supervisor** works under the direction of the Campus Coordinator (Garrison Crossing) and with the consulting support of the Facilities & Maintenance Manager (Fleetwood). The Facilities Supervisor will be responsible for overseeing the upkeep of Elim Village Garrison Crossing buildings, troubleshooting, repairing and maintaining grounds, equipment and operating systems. This position will develop and maintain professional relationships with suppliers and contractors and will ensure completion of projects and repairs in line with quality and contractually established guidelines. They will be required to assist with maintenance and required repairs for small jobs and be on a rotational on call schedule. A personal commitment and alignment to Elim's Philosophy of Care is required in order to support the achievement of Elim's business goals and objectives while maintaining a high level of resident satisfaction.

QUALIFICATIONS

- Post-secondary certificate or education on any of the following building trades; electrical, plumbing, HVAC, or equivalent work experience.
- Minimum of four years of related experience and/or training in operations and facility oversight with an emphasis on forecasting, planning, analysis and execution, including supervisory experience within a facilities team.
- Must have considerable working knowledge, skill, manual dexterity, and mechanical knowledge in the use of power tools and repair of equipment.
- Ability to perform small repairs (e.g. caulking, replacing appliances & light fixtures, painting, etc).
- Proficient on Microsoft office, facilities software, databases and computer systems.
- Facility or project management certification preferred.
- Joint Health & Safety Committee certification an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be "hands-on" and assist in coordinating &/or completing maintenance and grounds work.
- Must have empathy towards residents and be able to work well with and around them.
- Must possess excellent trouble-shooting and problem solving skills and be capable of teaching these to others.
- Ability to be flexible and to meet deadlines in a fast-paced environment.
- Must possess excellent skills for managing priorities and meeting deadlines and schedules
- Experienced working with outside vendors and contractors.
- Strong public relations and exceptional communication skills, both written and verbal
- Ability to be highly organized and detail-oriented.

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NOTES

- Competitive compensation based on qualifications and experience.
- This is Full time (5 days a week) position, and will join an on-call rotation.
- Hours of work might include weekends.

JOIN A DYNAMIC TEAM OF COMMITTED HEALTH PROFESSIONALS IN THE CONTINUING DEVELOPMENT OF ELIM VILLAGE!

TO APPLY, PLEASE EMAIL YOUR COVER LETTER AND RESUME TO:

Email: careers@elimvillage.com

Attention to Human Resources
Elim Village