

Facility Manager Full-Time, Permanent

What We Do

WIN House provides individuals and their children fleeing violence with crisis response and intervention, safe temporary accommodation, and support for basic needs. Clients are offered trauma-informed, client-centered programming and support, access to resources, information, and referrals to community support. WIN House is working towards operating within a low-barrier model of care structure.

What You Will Do

The Facility Manager plays a crucial role in maintaining the safety, functionality, and efficiency of all WIN House properties.

The Facility Manager will regularly demonstrate and proactively undertake the following key responsibilities:

Facility Maintenance and Operations

- Oversee daily operations of shelter facilities, ensuring cleanliness, functionality, and safety.
- Maintain a flexible schedule, including the potential for on-call rotation
- Conduct routine inspections of buildings, grounds, and equipment, address maintenance needs promptly.
- Supervise maintenance of shelter vehicles, including servicing schedules and documentation compliance.
- Provide basic IT support for facility-related systems and escalate issues to the vendor when necessary.
- Build and maintain positive relationships with landlords and property managers for rental units, ensuring timely communication regarding repairs, lease agreements, and tenant-related issues.

Team Supervision and Coordination

- Supervise and coordinate Facility Support staff, including housekeeping, kitchen, and maintenance teams.
- Maintain effective communication with Managers, Administrative staff, and Executive Leadership.

Health & Safety

- Ensure compliance with all health and safety regulations, including fire codes and workplace standards.
- Respond promptly to facility emergencies, such as equipment failures or security incidents.

Budget and Resource Management



- With support from the Director, Shelter Operations, develop and oversee the capital budget, ensuring funds are allocated effectively for long-term infrastructure improvements and sustainability.
- Plan and manage renovation projects, considering the age and condition of buildings to ensure sound decision-making and alignment with long-term organizational goals.
- Collaborate with contractors, architects, and other stakeholders to ensure renovation projects are completed on time, within budget, and to specified standards.

Stakeholder and Vendor Relations

- Build and maintain relationships with external stakeholders, including property managers, contractors, and vendors.
- Ensure all service agreements meet organizational needs and are delivered on time and within budget.

Who You Are

Qualifications & Experience includes:

- Minimum of 3 (three) years of experience in property or facilities management
- Knowledge of building systems (including HVAC, plumbing, & electrical systems)
- Minimum 2 (two) years in a supervisory or managerial role
- Vehicle and a class 5 driver's license
- Demonstrated ability to manage budgets and negotiate service agreements
- Relevant certifications would be an asset (BOMA, FMP, CFM, OH&S, Trade/Journeyman)
- Ability to work without supervision, in a fast-paced and stress-induced environment
- Ability to lift up-to 50 lbs. and perform various physical tasks

The Details

Standard hours of work are 8:00 A.M. to 4:00 P.M. from Monday to Thursday and from 8:00 A.M. to 2:00 P.M. every Friday with flexibility as needed to support the operational requirements of the organization. This position will require some evening and weekend work, time will be flexed accordingly. The salary range for this position is \$70,000 - \$85,000 per year combined with a comprehensive extended health benefit package and pension plan.

Prerequisites

The successful candidate will be required to submit a Criminal Record Check including a vulnerable sector check, a current Child Welfare check, hold a current Food Safety and First Aid Certificate, and must be willing to sign an Oath of Confidentiality.

How to Apply

Please submit applications to hr@winhouse.org by March 11, 2025.

We thank all applicants for their interest, however, only those shortlisted will be contacted.

WIN House is committed to making diversity, equity, and inclusion a central part of everything we do – from how we deliver services to how we build our teams. We strive to have a workforce that is representative of those we serve, and of our communities. We encourage applications from all qualified applicants including women, disabled people,



Black, Indigenous, People of Color, people from the 2SLGBTQIA+ community, and other equity-seeking groups. If you require accommodation during the application process, please reach out to hr@winhouse.org.

WIN House operates in several locations throughout Amiswacîwâskahikan on Treaty 6 territory, the territory and gathering place of diverse Indigenous peoples including the Papaschase, Cree, Nakota Sioux, Dene, Ojibway, and many others, and the homeland of the Métis Nation.