

Senior Facilities Manager

GEF Seniors Housing is the largest provider of affordable supportive living residences for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees.

Details: Full Time, Days, 40 hours per week, Monday to Friday, 8:00 AM to 4:30 PM

Pay Scale: Commensurate with education and experience

Location: Central Services, 14220 – 109 Avenue NW, Edmonton, AB, T5N 4B3
(travel between various GEF sites is required, mileage paid)

Typical Duties:

Reporting to the Director of Facility Management the Senior Facilities Manager will be responsible for managing the facility management functions such as building operations, maintenance, and capital projects of the assigned facilities across GEF Seniors Housing Portfolios while maintaining compliance with GEF policies, procedures, applicable legislation and provincial standards. The position is responsible to develop and maintain positive relationships with the facility management team, directly supervise, coach and mentor project coordinators, communicate with the senior operations team regarding city wide facilities performance, communicate with site operations regarding property profiles, site inspections, facility audits, work order progress reports, planned maintenance, and other related reports. The position will work in partnership with the Maintenance Managers to manage the operations and maintenance of the organization's facilities and maintenance staff to deliver expected service levels to the operations team and residents within the prescribed budget. The Senior Facilities Manager will liaise with the Director of Facility Management in developing policies and procedures to ensure that the department expectations are fulfilled and finding efficiencies in projects and maintenance functions and managing the process for new construction projects. They will assist in developing and recommending strategic facility management objectives for GEF Seniors Housing, preparing capital project budgets and budget reports, periodic facility inspections for quality assurance, manage high dollar capital projects as well as participating in the implementation of GEF's comprehensive Health, Safety and Wellness Program initiatives and overseeing all relevant legislative audits and inspections and other duties as assigned by the Director of Facility Management or designate.

Experience/Education Preferences:

- Strong English communication skills, both written and verbal
- Bachelor's degree in engineering, facilities or similar, with a focus on technical management areas is required
- Related professional designation, including, but not limited to PEng, CFM, CET or 4th Class Power Engineer, is an asset
- Minimum 10 years of related progressive experience at a supervisory level or above
- Experience in new construction commissioning and existing building retrofits, related to multiple residential, hotel or seniors' facilities is required
- Experience managing capital projects is required
- Experience implementing YARDI Barcode/QR Code or similar technologies



- Knowledge of building system technologies and Computerized Maintenance Management Systems such as Yardi Advanced Maintenance Module & Asset Planner
- Knowledge of the National Building Code of Canada, Access Control Systems, Energy Star Portfolio Manager, Building Automation systems such as Siemens, Honeywell, Johnson, Trane, etc.,

Other Requirements:

- High level of building mechanical knowledge, complemented by a competent understanding of controls, electrical and fire systems as it relates to buildings
- Respected leader, good mentor and coach with a flexible and collaborative people-focused approach
- Superior interpersonal skills
- Strong problem solving and conflict resolution skills
- Strong customer service skills and the ability to interact with everyone in a respectful manner
- Must have vehicle and valid driver's license

Please send your resume quoting job posting number (A02) SFM 5 by June 25, 2021 to:

Human Resources
GEF Seniors Housing
14220-109 Avenue
Edmonton, AB T5N 4B3
Fax: 780-482-4054
Email: jobs@gef.org

Internal applicants: Please advise your supervisor or manager of your intent to apply.

The successful applicant will be required to undergo a criminal records check.

