



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Facilities Administration Manager

About The Salvation Army

Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values

The Salvation Army Canada and Bermuda has four core values:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

About the Position

Position Type: Regular Full Time

Location: Works at all locations including downtown, SW & SE.

Hours/Schedule: 40 hours per week; Monday – Friday, 7:00am to 3:30 pm.

Reporting to the Director of Facilities, the Facilities Administration Manager assists and supports the Facilities, Food Services, and Warehouse (including fleet management) areas at all Community Services (Calgary) locations and oversees all administrative tasks for the department, including areas of compliance, health and safety and special projects.

KEY RESPONSIBILITIES:

Administrative Management and Operational Planning

- Support the team of facilities and food services managers to meet the ministry unit's overall facilities department operational outcomes and in all aspects of facilities operations, maintenance, and custodial efforts including building infrastructure systems and safety requirements.
- Works with the Director of Facilities to develop and implement operational plans for preventative maintenance.
- Coordinates with department, programs, and tenants when there are activities that impact building operations.
- Obtains quotes for services.
- Researches and brings forward best practices for facilities and maintenance management.
- Advises and supports program managers on building related requests.
- Verifies that Facilities, Food Services and Warehouse operations comply with legislation, codes, and regulations, as well as supporting regular certification and inspection requirements.
- Ensures that manuals, procedures, and documentation are up to date.
- Provides department health and safety support including fire warden training, guidance regarding fire and emergency procedures, conducting fire drills, overseeing safety verifications/inspections and is a member of the Health and Safety Committee.

People Management and Financial

- Hires, orients, supervises, trains, and evaluates Facilities department administrative assistants.
- Support the Director of Facilities with special projects budgets.
- Supports department managers with hiring qualified staff.
- Ensures that volunteers are effectively utilized, supported, evaluated, and retained.
- In conjunction with the Director of Facilities develops and monitors annual department operating budget and provides support with special project budgets.

Health and Safety

- Provides health and safety support including fire warden training, guidance regarding fire and emergency procedures, conducting fire drills, overseeing safety verifications/inspections and is a member of the Health and Safety Committee.
- Implements building safety procedures and protocols
- Oversee annual safety verifications and government inspections.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Minimum two-year diploma in a related field.
- Undergraduate University degree in a related field is an asset.
- Building Environmental System (BES), Facility Management or Property Management certificate is an asset.
- Food Sanitation and Hygiene course (Section 31 of Public Health Act Food Regulation) or equivalent.
- A minimum of five years of experience in facility management of commercial properties with at least three years supervisory experience. *Other combinations of education and experience may be considered.*
- Valid Class 5 Driver's License and satisfactory driver's abstract.

REQUIRED SKILLS/CAPABILITIES:

- Respect and understanding of The Salvation Army – its mission, vision, values, and culture.
- Advanced English language skills.
- Proficient in Microsoft Office (Windows, WORD, Excel, MS Teams, Outlook, PowerPoint); experience using databases.
- Attention to detail, problem solving and analytical skills.
- Positive teambuilding, interpersonal, time-management, communication, and collaboration skills.
- Able to lift to 30 pounds with no assistance.
- Able to provide an original copy of a Police Information Check that is satisfactory to The Salvation Army, in its sole discretion.

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use competition # **FM110123 in your email subject line.** This competition will remain open until **Friday, December 8, 2023.**

The Salvation Army will provide reasonable accommodation upon request. Please let us know if you have a need for any accommodation.

We thank all applicants and will contact candidates selected for next steps.



Imagine Canada believes that charities and non-profits have a responsibility to be innovative, transparent, accountable, ethical, and well-governed.