

Sasamat Outdoor Centre Facility Manager Job Description

Job Title:	<i>Facility Manager</i>
Classification Code	<i>Facility Manager</i>
Salary Band:	<i>ANHBC Salary Band OF4; \$56,506-\$69,418</i>
Reports To:	<i>Executive Director</i>

Organizational Profile

Sasamat Outdoor Centre (SOC) is a member of the Association of Neighbourhood Houses of British Columbia, a non-profit community-based organization est. in 1894. SOC is a summer camp, outdoor education center and community rental facility, serving over 5000 individuals annually. Promoting environmental stewardship through educational programming and physical and mental health development in the outdoors, SOC's programs and services strive to create community impact. It is SOC's belief that quality camp and outdoor experiences are fundamental to positive development, and that every individual should have the opportunity to access such programs. Operating summer camps on Sasamat Lake since 1962, SOC has a long history of community programming. SOC is an accredited member of the BC Camps Association and Canadian Camps Association.

SOC Mission: Enriching lives through learning and playing in the outdoors.
 SOC Vision: Thriving communities connected through outdoor experiences.

Job Purpose

The Facility Manager helps to fulfill the mission, vision, and strategic objectives of SOC through comprehensive management of the physical site. SOC's site includes twenty buildings inclusive of a main lodge with a dining hall, commercial kitchen and offices, cabin accommodation buildings, program buildings, workshops, as well as five-acres of lakefront grounds. SOC also includes a water treatment system and septic system. The Facility Manager works in collaboration with the leadership team to ensure strong preventative and corrective maintenance for buildings, grounds, critical systems, and equipment. Enjoying a blended role of management and hands-on responsibilities, the Facility Manager is a dynamic individual, with a mind for creative problem solving and aptitude for physical outdoors and hands-on work. The Facility Manager is a key position in the successful operation of the center, ensuring camper and guest facility experiences are safe, comfortable, and memorable.

Scope

Reporting to the Executive Director, the Facility Manager is a full-time (35 hours per week) position. The Facility Manager is responsible for the year-round maintenance, repair or upgrade required to maintain the facility in good working order and appearance. This position is an onsite/in-person position. This will involve a variety of competencies, including:

- Applied skills (or ability to learn) in a variety of trades and maintenance areas (plumbing, carpentry, electrical, landscaping, and mechanical systems)
- Creative problem-solving ability and initiative
- Project management and budgeting skills
- Staff management, communication, and leadership skills
- Microsoft Suite (Word & Excel) comprehension
- Physical ability and strength

Duties and Responsibilities

1. Repair and Maintenance

- Carry out corrective, preventive, and predictive maintenance
- Repair and maintain:
 - Buildings and associated infrastructure such as decks, fencing, docks, etc.
 - Program equipment such as canoes, trailers, power tools, gas-powered equipment, small boat engines, etc.
 - Mechanical plant, including wastewater treatment, drinking water treatment, ventilation systems, etc.
- Schedule and oversee repair and upkeep of fire suppression and alarm systems
- Repair and maintain upkeep of landscaping and grounds
- Schedule and oversee maintenance of vehicles and trailers
- Maintain vehicles and trailers in clean and orderly appearance

2. Creative Problem Solving and Initiative

- Engage in creative problem-solving processes to ensure the most practical and cost-effective solution is determined
- Embrace a self-starter work ethic
- Take initiative to research knowledge gaps and keep oneself informed on all available options

3. Project Management and Budgeting

- Assess facility needs:
 - Evaluate performance of building systems (electrical, water, septic, mechanical)
 - Evaluate interior and exterior building structures
- Oversee the acquisition, installation, and operation of building systems

- Establish standards, practices, and procedures for annual and long-term maintenance
- In collaboration with the Executive Director, determine, administer, and monitor the annual maintenance budget:
 - Identify and implement cost reductions strategies
 - Optimize resources through effective planning and scheduling
 - Estimate, price, and order (or purchase in store) construction materials
- Assume role of project manager for any new build initiative below \$100,000.00, actively support project manager on projects over \$100,000.00
- Keep accurate digital repair and maintenance records

4. Staff Management

- Interview and recruit seasonal janitorial weekday and weekend employees
- Provide comprehensive training and support to janitorial employees
- Oversee day to day janitorial operations and workplace safety, provide management support and guidance
- Provide performance reviews and feedback to janitorial employees
- Recruit, train and oversee part-time maintenance workers as needed for specific projects

5. Communication

- Deliver verbal and written reports to the Executive Director regarding facility operations, inclusive of key decisions, annual reports, ongoing project management, staffing updates, or concerns
- Ensure ongoing open and clear communication with Executive Director and leadership team
- Work in collaboration with all SOC staff and volunteers to enhance program operation by maximizing facility potential
- Recruit and oversee contracted trades, technicians and other maintenance-related third parties when required, develop positive rapport with trade contractors
- Maintain sound relationships with regulatory officers, suppliers, and local authorities
- Provide courteous and friendly support to clients
- Respond to building and grounds related evening and weekend callouts when required

6. Leadership

- Assume a leadership role in building and grounds decisions
- Take a leadership role in supporting peers and junior staff as a member of SOC leadership team
- Assume a leadership role in organizing and executing volunteer facility work party days
- Serve as the SOC WorkSafeBC representative and committee chair, respond to all workplace occupation health and safety concerns

Qualifications

Education

- A minimum of three years practical experience in a construction-related role
- Post-secondary education or trade certificate
- Assets:
 - Experience in a summer camp environment

Specialized Knowledge

- Small Water System Operator's Certificate or ability to obtain one
- WCB Level 2 First Aid Certificate or ability to obtain one
- Valid British Columbia Class 4 driver's license or ability to obtain one
- Chainsaw Operators Certificate or ability to obtain one
- Valid Boater's License or ability to obtain one

Skills and Abilities

- Demonstrated hands-on trades skills (carpentry, plumbing, electrical, landscaping, mechanical)
- Demonstrated critical thinking, problem solving, analytical and organizational skills
- Computer comprehension and demonstrated knowledge of Microsoft Office (Word and Excel)
- Demonstrated experience with developing and managing budgets
- Ability to work well both independently and as part of a team – must be a self-starter
- Ability to work in a fast-changing and multi-faceted environment
- Excellent interpersonal and communications skills
- Proficient English language skills, verbal and written
- Ability to respect and work with a diverse range of co-workers, clients and community members including children, youth, and families

Additional Requirements

- Criminal record check including Vulnerable Sector Search (VSS)
- May require tasks beyond what is listed on job description to support overall operations of SOC

Working Conditions

- Will involve:
 - Working outdoors in all weather conditions
 - Working with the public

- Physical tasks
- May involve
 - Working with challenging clients
 - Working alone in a semi-remote workplace
 - Evening and weekend work
 - Callout work

Physical Requirements

- Fitness level commensurate with the duties of the job, this position involves regular physical activity and labour.

Direct Reports

- Janitorial staff
- Facility volunteers
- Other staff as assigned by the Executive Director

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family.

For more information about Sasamat Outdoor Centre, visit www.sasamat.org, and for ANHBC, visit www.anhbc.org.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Marpole NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center