



YMCA of Greater Vancouver Employment Opportunity

Date Posted: May 7, 2018
Position Title: Facility Technologist, Capital Projects
Location: Joyce YMCA: Vancouver, BC (travel is regularly required to visit other work locations in the Lower Mainland)
Terms: Full-time, Permanent
Shift: 35 hours per week
Hiring Range: \$60,000 - \$80,000 per year, plus benefits
Start Date: As soon as possible
Reports to: Vice President, Asset Development

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behavior—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, child care, camping, employment & community services to over 120,000 participants annually.

Nature and Scope:

Reporting to the Vice President, Asset Development, the Facility Technologist, Capital Projects provides technical and project management support for major capital and operational projects across the association. The Facility Technologist develops and manages renovation and capital maintenance projects and supports major capital projects by coordinating consultants, contractors, vendors, and internal/external stakeholders.

Responsibilities:

Planning and Executing

- Provides technical and project management support for major capital and operational projects across the association
- Coordinates consultants, contractors, vendors, and internal/external stakeholders to ensure the successful delivery of the assigned projects
- Provides project management support for the development, design, and construction of new YMCA Facility projects in Coquitlam, Surrey, and South Vancouver
- Prepares drawings, specifications, and cost estimates for minor capital renovation and repair projects for buildings and systems
- Assesses and rates proposals/tenders received, recommends award, and retains and coordinates consultants, contractors and vendors as required
- Responsible for maintaining accurate project documentation and records
- Works collaboratively with membership center General Managers and Facility Managers, and supports the development of deferred maintenance and lifecycle refurbishments plans and annual budgets

Financial Responsibility

- Develops planning level and detailed cost estimates for assigned projects
- Manages approved budget, and monitors and tracks expenditures to targets
- Processes payments within prescribed limits and administers all aspects of assigned projects

Relationship Building

- Develops and maintains effective working relationships with internal and external stakeholders, suppliers and contractors to meet service requirements
- Communicates with stakeholders and addresses issues and concerns with a collaborative and problem solving approach
- Coaches, develops and supports employees and volunteers to achieve excellence in service delivery
- Participates in and supports Association-wide initiatives and fundraising events

Facilities

- Assists in the preparation of the annual facilities operations budget, minor capital projects, and major maintenance and refurbishment projects
- Supports and updates the Association Asset Infrastructure database
- Performs analysis such as life cycle costing, risk assessments, cost-benefit analysis, business case development, and assists with the review of engineering design reports and investigations
- Supports General Manager, Membership to manage and implement emergency plans, WHMIS and OH&S programs in accordance with WorksafeBC requirements
- Other tasks as required

Required Qualifications/Experience:

- Two-year technical diploma in Building Technology or design, plus 3-5 years related experience in project management of commercial renovations and new build capital projects
- Expert ACAD and MS Project skills
- Experience with CMMS is an asset
- Demonstrated ability to manage consultants, trades, and contractors for minor capital and renovation projects.
- Considerable knowledge of the phases of project planning/design, tendering, repair and construction activities
- Well-developed relationship skills and experience providing customer service to public.
- Proficient with Microsoft Office (Excel, Word, PowerPoint), Internet and Office 365 Mail
- Valid Class 5 BC Driver's license and business use of vehicle
- Emergency First Aid, CPR-C and WHIMIS training
- Physical requirements include climbing ladders and the ability to work alone
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date

Competencies:

In addition to bringing a commitment to the YMCA's vision, mission, values and service, the candidate should possess the following competencies:

Lives the Values of the YMCA: Exhibits authenticity by building trust and being approachable, exhibits conviction for the values of the Association and is personally credible, promotes the YMCA's fundraising

Leadership: Motivates and inspires self and others to take action to achieve desired outcomes

Coaching and Development: Commits to assisting participants, volunteers and staff in continuous learning and development, shares knowledge and experience

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience, ensures service standards are followed and implemented

Relationship Building: Builds positive interactions both internally and externally to achieve work related goals, communicates effectively to create an open communication environment among participants and staff

Results Oriented: Manage and lead to achieve and exceed identified goals.

Application Process:

We are currently experiencing technical difficulties with our application software. Please email your job application to hr@gv.ymca.ca with the position title in the subject line.

Application Deadline: 6:00pm on May 22, 2018

*Thank you for your interest and application.
Due to the high volume of applications received, only short-listed candidates will be contacted.*



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