



## YMCA of Greater Vancouver Employment Opportunity

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

### **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, childcare, camping, employment & community services to over 120,000 participants annually.

### **Nature and Scope:**

Reporting to the Director, Facility Operations, the Facility Technologist, Childcare Operations provides property management, space planning, and project development support for all childcare operations. The Facility Technologist develops association preventative and capital maintenance plans and supports delivery of Facility Services across the association. The technologist also develops and manages minor renovation and capital maintenance projects.

### **Responsibilities:**

#### *Planning and Executing*

- Provides property management and lease administration support for all Childcare Operations
- Coordinates service providers to ensure service standards are met
- Manages lease obligations, and supports contract negotiations for space
- Provides design, layout and planning support for interior/exterior spaces including playgrounds and play equipment, and outdoor recreational spaces for YMCA program areas in support of new program development and ongoing operations
- Prepares drawings, specifications, and cost estimates for minor capital renovation and repair projects for buildings and systems
- Retains and coordinates consultants, contractors and trades as required
- Works collaboratively with membership center General Managers and Facility Managers and supports the development of preventative and lifecycle maintenance plans and budgets annually
- Participates in program planning sessions, develops plans and ensures delivery of services meets Association/legislative compliance requirements

#### *Financial Responsibility*

- Develops annual operating budgets and targets for association facility operations including renovation and refurbishment projects

- Manages approved budget and monitors and tracks expenditures to targets to evaluate effectiveness of building operations and identify areas for continuous improvement

#### *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
- Develops and supports Facilities Services building system documentation, operating instructions, systems checklists, emergency plans and procedures and maintenance plans
- Supports annual Risk assessments in all Childcare centres and association facilities in coordination with YMCA Health and Safety Manager
- Takes the lead on addressing Facilities Maintenance issues identified in Risk assessment
- 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 Facilities Management
- Expert ACAD interior/exterior layout, space planning, and design skills.
- Experience with CMMS is an asset
- Demonstrated ability to manage trades and contractors for minor capital and maintenance contracts
- 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 WHMIS 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](mailto: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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