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kelownawomensshelter.ca

Building Manager – West Kelowna

Located in the heart of the Okanagan Valley, the Kelowna Women's Shelter is growing as an organization and is looking forward to strengthening existing programming and developing new opportunities to support women and children and break the cycle of domestic abuse. Come and join us during this exciting time of growth!

The Central Okanagan Emergency Shelter Society (COESS), operating as the Kelowna Women's Shelter (KWS), provides a range of services, which focuses on the prevention of domestic abuse and support services for women and children during and following a domestic abuse crisis.

We are currently seeking a **Building Manager**. This is a full-time position, 40 hour per week, Monday to Friday offering a competitive salary and benefits package. However, given this role supports a 24/7 facility, the need to be flexible to support operations across seven (7) days is required.

What will you do?

While reporting to the Director, Programs and Services, the position holder is responsible to:

- Oversee the maintenance and operation of our transition/second stage housing facilities in Kelowna and West Kelowna
- Provide effective building management services and effective tenant relations to Kelowna/West Kelowna building locations.
- Provide direct supervision of the Building Supervisor and Housekeeping team (in the absence of the Building Supervisor).
- Plan, organize and direct the operations of transition/second stage housing facilities in Kelowna/West Kelowna
- Plan, organize and direct construction projects in Kelowna/West Kelowna facilities
- Plan, organize and direct administrative services such as signage, cleaning, maintenance, parking, safety inspections, security, snow removal and landscaping operations
- Oversee and/or direct the installation, maintenance and repair of Kelowna/West Kelowna facilities including machinery, equipment, and electrical and mechanical systems
- Develop and put into use schedules and procedures for safety inspections and preventive maintenance programs

- Respond to resident inquiries, complaints, emergencies, provides information/clarification as required and takes appropriate action at all times during the work week
- Serve notices, which may include but not limited to Notice to End Tenancy (NET), rent arrears, chargebacks arrears; Non-Sufficient Funds (NSF) notices, etc.
- Required to exercise interpersonal and conflict resolution skills when dealing with the resident population
- Prepare or oversee the preparation of reports and statistics related to areas of responsibility

What competencies should you have?

- Communication plans and processes for both internal and external stakeholders
- Emergency Preparedness and risk management plans and procedures
- Sustainable management of built and natural environments
- Strategic plans, budgets, financial analyses, procurement
- Healthful and safe environment, security, FM (Facilities Management) employee development
- Strategic planning, organize, staff and lead organization
- Building operations and maintenance, occupant services
- Oversight and management of all projects and related contracts
- Best practices, process improvements, audits and measurement
- Property Management
- Facility management technology, workplace management systems

What qualifications/abilities are we looking for?

- Completion of a college or university program in business administration or in a discipline related to facility operation and maintenance or an equivalent combination of technical training and experience in administration or maintenance.
- Minimum of three years leadership and supervisory experience for non-profit housing.
- An ability to engage with diverse populations in a respectful and culturally responsive manner.
- Preventative maintenance experience
- Must be capable and comfortable with crisis management.
- Must have excellent interpersonal communication skills (oral & written).
- Excellent computer skills (Microsoft and client management systems.)
- Valid driver's license and reliable vehicle.

If you think this role sounds like you, come and join us during this exciting time of growth! Please visit <https://www.kelownawomensshelter.com/careers>.

This posting will remain open until the right candidate is found. We thank all those who express interest in this opportunity however only those short-listed will be contacted.