

Building Manager

All Saints Church Community Centre is seeking a Building Manager.

You love old church buildings and you love serving others.

You have strong organizational skills, and solid knowledge of building repair and maintenance.

We are All Saints Church Community Centre, and we're looking for a Building Manager who can help us provide a caring, supportive, and safe environment for homeless, street involved, and marginalized people. We welcome a diverse community and aim to be inclusive, healthy, and safe.

You'll make sure the church building and grounds are regularly maintained and in good repair.

You'll oversee the church building's careful conservation, which is a work in progress.

You'll oversee cleaning, heating and cooling systems, emergency equipment, plumbing systems, electrical systems and lighting, and ensure the regular maintenance of all such systems. You'll coordinate contractors for larger repairs. The Building Manager works closely with the Office Administrator and Priest-in-Charge to address, manage, and resolve any issues that may arise on an ongoing basis and to plan proactively for upcoming scheduled maintenance and cleaning work.

RESPONSIBILITIES

- Ensure that the church buildings are clean, regularly maintained, and in good repair;
- Coordinate with contractors for larger repairs;
- Oversee and maintain maintenance schedules for all building systems including but not limited to heating, fire / emergency, plumbing and electrical, lighting, etc.;
- Implement and maintain weekly, monthly, and yearly cleaning and maintenance schedules for the building including, but not limited to: eavestrough cleaning, window cleaning, floor waxing, furniture cleaning, dusting, etc.;
- Coordinate with the Office Administrator for the timely ordering, receiving, and storage of supplies like paper products and cleaning products;
- Advise and assist in the management of evening and weekend custodial staff and volunteers;
- Oversee removal of all weekly garbage and recycling, and ensure that the church is following city required recycling standards;
- Ensure that our buildings and custodial staff abide by the Occupational Health and Safety Act (OHSA) and the Accessibility for Ontarians with Disabilities Act (AODA).

QUALIFICATIONS

- Current valid WHMIS certificate;
- Knowledge and practical skills for completion of carpentry, plumbing, electrical, masonry, painting, electronics, and telecommunications work;
- Interest in researching appropriate new applications or upgrades;
- Willingness to learn and upgrade skills as required;
- High level organization skills and attention to detail;
- Maturity and flexibility in working with a diverse clientele with competing priorities;
- Strong interpersonal skills, including verbal and written communications with staff, participants, and contractors;
- Familiarity with trades people and companies capable of providing larger repairs and services;
- Experience organizing and managing a diverse range of assignments and projects;
- Fluency in English (written and spoken) is a requirement;
- Attributes: initiative; sense of pride in providing care to buildings; ability to remain calm under pressure.

ASSETS

- Experience in building or property management
- Experience supervising other staff and/or volunteers
- Experience working in a drop-in setting
- Demonstrated conflict resolution skills

This is a full-time, 2-year contract position in downtown Toronto. Salary will be \$50,000 / year, and we offer benefits and three weeks of vacation. Hours will often be Monday to Friday, 9 AM to 5 PM. Some flexibility may be necessary, however.

To apply, please forward a resume and cover letter to The Rev'd Dr. Alison Falby, All Saints Church Community Centre, 315 Dundas Street East, Toronto, ON, M5A 2A2. Applications are also acceptable by email: alison@allsaintstoronto.com. The deadline is Feb. 15.

For more information about All Saints, please visit our website: <http://www.allsaintstoronto.com> Reports to: Priest-in-Charge