



Employment Opportunity

REACH Community Health Centre, Vancouver, BC.

Position: Building Maintenance Coordinator

Positions: 1

FTE: 0.4 Part time, Tuesdays and Fridays

Compensation: Dependent on experience.

Posting Date: Until position is filled

Established in 1969, REACH is a non-profit community-governed health centre in East Vancouver dedicated to providing high quality integrated health care to its ethnically, culturally, and socially diverse area residents. REACH has an interdisciplinary approach to its dental, medical and cultural programs and provides a wide range of programs and services. The organization values and facilitates the participation of all personnel in the decisions which affect them.

Position Summary

The Building Maintenance Coordinator is accountable to the Executive Director.

The Building Maintenance Coordinator is responsible for coordinating all aspects of the physical building. This position maintains and keeps an inventory of all office supplies, furniture and equipment, liaises with and invoices vendors, and coordinates the cleaning and upkeep of the building. This is a part time position, for Tuesdays and Fridays.

Responsibilities

- Ensures that the physical building and property is clean, well maintained and compliant with all relevant legislation.
- Arranges all preventative and corrective maintenance for the building, phone system, security system and all equipment.
- Plans, organizes and supervises all external contractors and cleaners completing work within the building and on the property.
- Assumes the role of the landlord on behalf of the organization, communicates directly with tenants of the apartment and the Commercial Retail Unit. Gives keys, collects rent and ensures the units are well maintained and in good working order, and escalates problems appropriately.
- Active member of the Occupational Health and Safety Committee and organizes monthly inspections and meetings, and supporting all staff with Health and Safety needs
- Is responsible for the delegation of work for all vendors, verifying and signing invoices.
- Coordinates all large maintenance and repair projects.
- Maintains an accurate inventory of all supplies and equipment.
- Obtains quotes and orders furniture, equipment and computers as directed.
- Orders office, maintenance and cleaning supplies on an on going basis.

Contribution to Team and Centre Activities:

- Participates actively in staff meetings and board committees.
- Participates in the overall activities of the health centre, e.g. in service training, committees, special events and shared staff responsibilities.
- Communicates clearly, listens accurately, is open to feedback, handles conflict appropriately, and displays sensitivity to others.
- Collaborates well with others, promotes cooperation and teamwork.
- Participates in REACH's commitment to becoming discrimination free and an inclusive health centre and promotes a healthy lifestyle.
- Maintains the reputation and confidentiality of the health centre and its clients at all times.
- Adheres to all applicable REACH policies and procedures.

Qualifications and Skills

- Post secondary education in relevant field.
- Minimum two years facilities management experience in a similar setting.
- Minimum two years supervisory or management experience.
- Proficient in the use of computers including Word, Excel, PowerPoint.
- Must be responsive, patient with the ability to multi task.
- Must be able to troubleshoot, analyze and research problems to find effective solutions quickly and logically. Able to anticipate problems and source appropriate solutions.
- Must be an independent worker with excellent communication skills.
- Familiar with the Occupational Health and Safety Act.

Please submit resume and cover letter to Amanda at aabrams@reachcentre.bc.ca by email.
We are grateful for your interest but only candidates selected for an interview will be contacted.