



Job Description

Job Title:	Facilities Specialist
Department:	Corporate
Reports to:	Director, Finance and Operations
Direct Reports:	N/A
Employment Status:	Permanent Full-Time – 37.5 hours per week, On-site
Salary Range:	Coordinator 2 – Administrative (\$34.96 – 43.64/hour)
Location:	Burlington, Ontario

Position Summary

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness.

The Facility Maintenance Specialist is responsible for the oversight of facility systems, repairs, maintenance duties, routine preventative maintenance on equipment and oversight of grounds maintenance that helps ensure the health, safety and security of the residents, visitors, staff, and volunteers and supports the safe, efficient, and effective day-to-day operations of Carpenter Hospice.

Duties and Responsibilities

1. Facility Systems

This position is responsible for oversight, routine testing, monitoring, reporting and routine preventative maintenance tasks of the following facility systems including but not limited to HVAC, plumbing, electrical, fire & life safety systems, appliances & equipment. Position interacts with outside contractors as needed to facilitate repairs and maintenance. Reporting deficiencies to the Director, Finance and Operations. Assists with any warranty issues with any facility system. Duties may evolve based on organizational needs.

2. Building Maintenance and Repairs

- Perform minor building maintenance and repairs, i.e., painting, floor covering, carpentry, drywall repair, hanging wall décor
- Work to be performed does not include work that requires a license (plumbing, electrical, HVAC, etc.)
- Ensure all tools, equipment, supplies, and documentation are maintained and stored in a safe and orderly manner
- Prepare and submit reports as required

3. Environmental

- Assist with garbage removal
- Assist with facility room set ups
- Monitor condition of ceilings, light fixtures, walls, doors, hardware, and glass. Repair and/or clean as needed.

- Monitor maintenance supplies and tools; ensuring monthly inventory is complete.
- Oversee the completion and management of the material data sheets binders for chemicals and products used within the facility
- Prepare and submit reports as required

4. Outdoor maintenance

- Perform outdoor duties as required; keeping doorways, walkways clear and property free of debris
- Monitor property draining including parking drainage
- Check and maintain the buildings eaves troughs and downspouts to ensure proper drainage
- Coordinates and oversee external property maintenance contractors
- Coordinate volunteers with seasonal tasks such as gardening and property cleanups
- Clean and maintain outdoor furniture, pond, and water systems.
- Maintain outdoor tools and supplies in an orderly manner; assess need for supplies and equipment repair or replacement; order or purchase as required.
- Prepare and submit reports as required.

Qualifications & Key Competencies:

- Post-secondary certification in a trade is an asset
- At least 1-3 years' experience working in facilities maintenance
- WHMIS Certification an asset
- Building Maintenance and Repair Certification an asset
- Demonstrated ability to provide a wide range of facility systems oversight
- Demonstrated ability to act as a flexible and collaborative team member in order to respond respectfully to changing or emergent needs.
- Demonstrated ability to manage challenging situations.
- Knowledge of the hospice/palliative care philosophy and sensitive to work within Hospice Palliative care and end of life care environment
- Excellent organizational and communication skills to successfully manage multiple priorities in a complex work environment.
- Ability to communicate, and coordinate with suppliers and contractors.
- Ability to follow all Occupational Health & Safety regulations and other appropriate legislation.
- Good computer skills including experience with Word, Excel, Outlook
- Strong communication and interpersonal skills
- A satisfactory current criminal reference check (CPIC) including for Vulnerable Populations

Working Conditions

- Interacts with staff, volunteers, residents, family members and external service providers
- Considerable physical effort required
- Ability to work outside in all weather conditions

Hours of Work:

- Monday to Friday, thirty-seven and half (37.5) hours per week, On-site



- Ability to work flexible hours including evenings, weekends, and holidays, beyond normal working hours to meet the needs of the hospice is required

Equity and Accessibility Statement

We are an equal opportunity employer and are committed to building an inclusive and accessible work environment. We encourage applications from individuals of all backgrounds and abilities. Accommodations are available upon request throughout the recruitment process.

How to Apply

Please submit your resume and a cover letter to **hr@thecarpenterhospice.com** and use the subject line: **[Job Title] Application – Your Name**. We appreciate the interest of all applicants. However, only those selected for an interview will be contacted. Reference check will be conducted for potential candidates and the information collected will be used in making the final hiring decision.