



**Facilities Manager**

**Build. Explore. Influence. Shape. Support. Initiate.**

**Develop, manage and build creative strategies, systems and solutions for a large non-profit housing provider in the Kitchener community.**

It is rare to find a role that balances operations, facilities and development priorities with the compassion required to serve the community through a leading housing provider.

Kitchener Housing is committed to developing and managing innovative and affordable housing in an environment that encourages personal and community growth.

Kitchener Housing is a people-focused, not-for-profit housing and property management organization that has served the Kitchener community for over thirty years, building inclusive communities. The organization has built an outstanding reputation over the last three decades for innovation and quality in the housing they provide to marginalized and vulnerable populations.

Kitchener Housing is in search of a diligent, hands-on and strategic leader to fulfill the role of Facilities Manager who will lead the property management team to the next level.

**The Role Overview**

A key member of the leadership team focused on fulfilling the mission and vision of the organization in alignment with the Strategic & Operational Plan. The primary role includes the development of the overall facilities and maintenance strategies, including preventative maintenance, asset management and a systemic approach in driving efficient and effective systems for facilities management. The Facilities Manager will accomplish these objectives by leading and managing a team to promote excellent service for all residents.



## **The Key Focus**

- Planning organizing, directing and leading all facilities management projects, including regular maintenance, preventative maintenance, and construction
- Assisting in the development, design and testing for changes, improvements and upgrades to the Property Management system
- A systemic approach to managing all assets ensuring efficient and effective processes for the property management team
- A strategic buyer with strong negotiations skills and the ability to assess and review contracts for subcontracting, purchasing and construction projects
- Partnering with Accounting and Administration in the tracking, budgeting and accounting of all capital/maintenance upgrades, staffing and general operations
- Ensuring that proper documentation of project improvements are in place
- Planning and organizing the ongoing maintenance of existing assets
- Recommending and implementing strategies for growth

## **Qualifications & Skillset**

- 5 to 10 years of experience in Facilities Management or Project Management role, leading staff
- A Degree or Diploma in Facilities Management, Architecture, Construction, Building Technology, and/or a related field
- Hands-on experience with architectural design, construction build and renovations, technical engineering and design
- Excellent understanding of the relevant legislation, by-laws, building codes and health & safety for construction
- Highly effective negotiation skills with experience in purchasing/managing contracts including the preparation of tenders, quotations and expressions of interest for capital works projects
- Demonstrated skills in budgeting and management practices
- Knowledge of the social housing industry and property management systems would be an asset
- Knowledge of the Residential Tenancy Act and Housing Services Act would be considered an asset

This is an amazing opportunity for highly engaged facilities professional who is motivated to support a community-driven organization. Please contact Krista at [krista@podgroup.ca](mailto:krista@podgroup.ca) or visit [www.podgroup.ca](http://www.podgroup.ca) for further information.

