



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

## Facilities Manager Internal/External Job Posting Full-time

**South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the x̣ṃəθkwəỵəm (Musqueam), Skwxwú 7mesh (Squamish), and Səlíḷwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.**

SVNH is seeking a Facilities Manager for our Operations Department. This is a Regular Full-time position (35 hours/week). Reporting to the Operations Director, the Facilities Manager is responsible for overseeing building and equipment maintenance at seven SVNH-operated facilities. This position is responsible for overall facilities management and maintenance including life and safety systems, electrical, mechanical, water, sewer, plumbing, carpentry, garbage/recycling, janitorial, painting, landscaping/grounds, equipment, furniture, and vehicles. In addition, the Facilities Manager is responsible for developing and implementing a comprehensive preventative maintenance program, which includes budgeting, planning, monitoring, coordinating and implementing weekly, monthly and seasonal priorities.

### Duties and Responsibilities:

- In collaboration with Operations Director, establish budget and make recommendations for annual and ongoing maintenance of the facilities. Monitor maintenance budget spending
- Establish standards, practices and procedures for annual and long-term maintenance to ensure full compliance with regulations and codes. Manage building and equipment maintenance schedules
- Establish, develop, and maintain system to keep records of maintenance contracts, schedules, expenditures, warranties, and vendor contacts
- Assess facility needs and evaluate performance of building systems; oversee the acquisition, installation and operation of these systems and various construction projects at SVNH facilities
- Repair and maintain buildings and associated structures, equipment, landscaping and grounds
- Respond to urgent maintenance calls
- Provide guidance to maintenance contractors, staff, and volunteers in interpreting relevant policies and procedures
- Manage equipment and supply needs, including furniture, kitchen appliances, office equipment, and vehicles
- Liaise with vendors and suppliers on behalf of SVNH management, including contracted cleaning crews, maintenance workers, etc.
- Ensure MSDS are maintained and accessible in full compliance with WCB requirements; Provide training to staff on WHMIS
- Prepare for emergencies by maintaining building evacuation and other action plans
- Perform regular building safety and security inspections and promote safety within the SVNH-operated facilities
- Document processes and keep records
- Other facilities coordination and maintenance duties as required

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**Building Better Neighbourhoods Together Since 1977**





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## Qualifications:

- A minimum of 2 years of experience in facilities management, project management, or related field
- Bachelor's or associate degree in facilities management, project management, business administration, or related field
- Extensive experience in building and equipment maintenance
- Advanced knowledge of maintenance planning and schedules
- Ability to respond to building and equipment emergencies
- In-depth knowledge of building safety regulations and security protocols
- WHMIS Certification
- Class 5 Driver's License
- Proficiency in Microsoft Office software, such as Microsoft Word, Excel, and Outlook
- Excellent organizational, communication, project management skills
- Criminal Record Check clearance required

**Compensation:** \$31.86 to \$35.30 per hour + Municipal Pension Plan, Extended Health and Dental benefits, vacation and sick leave, Employee and Family Assistance Program

**Application Period:** March 25, 2025, to April 7, 2025

**Anticipated job start date:** April 28, 2025

Please send cover letter and resume by email with subject heading **Facilities Manager** to [careers@southvan.org](mailto:careers@southvan.org)

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted for an interview. No phone calls please.

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