



Facility and Fleet Manager **(12 Month Contract, Full-Time, 30 hours/week)**

We are looking to fill the position of **Facility and Fleet Manager!**

Reasons to work at CSCL:

- Permanent full-time position
 - Benefits
 - Extended Health and Dental
 - Participation in the Municipal Pension Plan (when eligible)
- Opportunity to positively impact the community and people's lives
- Contribute to a "Centre of Excellence"
- Employee appreciation incentives
- Opportunity for continuous learning and professional development
- CARF Accredited Organization
- CSCL has been recognized as a Canadian Non Profit Employer of Choice Award Recipient since 2017 ([NEOC Award Recipients | Canadian Nonprofit Employer of Choice Awards](#))

What you'll do as CSCL's Facility and Fleet Manager:

- Manage, plan and monitor major maintenance projects. The organization depends on this role to respond to emergencies, protect, maintain and minimize risk to CSCL assets.
- Development, implementation, evaluation of all asset maintenance programs including, but not limited to, risk management strategies, maintenance schedules (including preventative maintenance), site inspections, pre/post trip inspections, annual inspections (i.e. HVAC, Fire, Commercial Vehicle, etc.), health and safety programs and COR (Worksafe Certificate of Recognition).
- Participates in various committees and working groups according to need (i.e. Transportation, Health & Safety); contributing to the organization's annual planning and reporting processes as it relates to facility/property and fleet management.
- Collaborate with the Executive Team to develop short and long-term asset management and property maintenance plans, and fleet management and maintenance plans. Contributes to the organization's annual planning process as it relates to property management including asset planning and long-term initiatives such as the acquisition of, or sale of homes and vehicles.
- Hire quality contractors as required to protect, repair and maintain assets. In collaboration with program/service managers, ensure safety orientation to all contractors on CSCL properties.
- Responsible for managing lease and tenancy agreements (ongoing and new) for CSCL owned and leased properties.
- Manage relationships as directed with property related external parties such as regulatory bodies, landlords, property management companies, contractors, tradespersons, and suppliers as necessary.
- Participates in emergency responses relating to damage and destruction of CSCL property, owned or leased, and acts as a representative of CSCL in community and on strata as necessary.
- Develops, leads and manages the execution of the CSCL fleet while ensuring compliance, fiscal

accountability, and a high community standard, ensuring that vehicles and equipment are compatible with individuals needs and meet health and safety, emergency management, legislative, community and other standards and other applicable requirements.

- Coordinates follow up when CSCL vehicles are damaged or involved in a motor vehicle accident including liaising with ICBC, working with insurance brokers, and Human Resources.
- Contributes to the organization culture by modeling CSCL values and supporting program and service managers and employees to align their actions to the mission and vision.
- Oversees team members as appropriate, including recruiting, selecting, training, delegating workflow, communicating goals, monitoring quality of work and adherence to project plans (evaluating), mentoring and providing feedback, conducting performance appraisals. Ensures legislative and collective agreement requirements are met.
- Assists in the development and implementation of property and fleet training for employees, and stakeholders as appropriate.
- Preparation and presentation of annual reports including but not limited to maintenance projection report, capital and replacement/reserve planning; maintenance and hazard reports; fleet report.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional organizations.
- Discusses and presents proposals and project recommendations to the leadership team, Executive Director for approval. Directs the implementation and administration of approved projects and plans.
- Performs other related duties as required.

Qualifications/Experience:

- Preferred qualifications include post-secondary education in business, commerce, property/fleet management or a related area with a minimum of five years related work experience.
- Required skills and abilities include strong interpersonal and communication skills, operational experience and strong organizational skills. Public relations and negotiation skills, as well as knowledge of related computer applications.
- Basic understanding of all related trades including electrical, roofing, paving, construction, flooring, painting, plumbing, landscaping, windows, etc. Knowledge of municipal bylaws and industry codes, Work Safe BC and occupational health and safety regulations.
- Practical understanding of budget administration and reporting, inventory planning and practices, and contractor procurement.
- Required skills include trouble shooting, problem solving, decision making and negotiating.
- Sound knowledge of applicable government legislation, ministry regulations, and property management are required, together with an ability to synthesize and translate complex and technical information into easy to understand terms; analyze, interpret and apply information to make appropriate recommendations.
- An understanding of the dynamics, and the ability to deal with and represent a non-profit organization in a positive and supportive fashion together with well developed planning, organizing, controlling and administrative skills would be considered assets for this position.
- Must be able to function independently, frequently under pressure, manage multiple concurrent projects, and meet deadlines. Ability to deal effectively and appropriately with stressful and crisis situations (i.e. responding to emergency situations at locations as necessary).
- Experience and knowledge in the areas of community living services, health care and mental health is considered an asset.



Work Schedule:

This position is **30 hours per week:**

- Varied schedule as needed
- Typical schedule – Monday to Friday 9:00am-3:00pm (flexibility to work afternoons when required)

****This is a 12 month contract position until January 1, 2023.**

****Possibility for position extension (permanent position) after 12 month review****

Additional Information/Requirements:

- COVID-19 Proof of Vaccination
- Approved Criminal Record Search (Criminal Record Review)
- Attending Physician's Reports
- Tuberculosis screening self-declaration form
- Valid CPR and Emergency First Aid Certificate (during probationary period)
- Class 5 BC Driver's License
- Completion of Applicable Privacy Training

To Apply

- Check out our website to learn more about us at www.cscl.org
- Fill out the online application form at [How to Apply – Chilliwack Society for Community Living \(cscl.org\)](#)

How to Contact Us: careers@cscl.org

About CSCL:

Mission: CSCL, in partnership with the community, builds capacity for the inclusion and belonging of people with varying abilities. We promote diversity and provide innovative, individualized services that enhance quality of life.

Vision: Our vision is for a community that welcomes and includes everyone! We will be a centre of excellence that inspires belonging, connection and community.

Values: All people of equal rights, all people have gifts, learning is lifelong, accountability is essential and respectful relationships form the foundation for person-centred supports.