

Employment Opportunity - Posting

The Salvation Army – Fort St John B.C.



Giving
Hope
Today

Job Title:	Property Manager	Competition #:	2025-10
Ministry Unit/Dept:	Fort ST. John, BC	Status:	Full Time
Salary Range:	\$25.88-\$32.35	Date Posted:	February 20, 2025
Address:	10116 100 Avenue	Posting Expires:	When position filled
Applications Accepted By:			
E-mail: FortStJohn.hr@salvationarmy.ca Attention: HR Department <u>In the subject line please indicate the job title and competition #</u> <p style="text-align: center;">Please no phone calls.</p>			
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone’s worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
POSITION PURPOSE SUMMARY:			
<p>The Properties and Maintenance Manager I manages day to day operations of a fully integrated facility maintenance, groundskeeping and housekeeping programs to ensure facilities are properly maintained. Provides a safe, functioning and comfortable environment.</p>			
KEY RESPONSIBILITIES:			
GENERAL MANAGEMENT			
<ul style="list-style-type: none"> • Serves as a point of contact with DHQ/THQ Properties Department • Serves as point of contact for all related properties. • Assists the Executive Director with the planning and development of long-range programs for capital equipment replacement and capital projects. • Builds and maintains master schedules for the Ministry Unit/Facilities, including facility usage and outside bookings if applicable. 			

- Serves as point of contact for community partnerships (external rental properties, providing general information regarding rentals of facility space)
- Participates in internal and external committees as appropriate.
- Participates in development of budget for the facilities to address maintenance needs.
- Identifies and recommends actions that will improve the functioning of the department/service and ensures implementation of approved actions.
- Oversees all IT functions such as: equipment, contact with IT vendors, key cards etc.
- Oversees all Security functions such as: Security Company, fire equipment, cameras, keys.
- Sources and maintains a list of qualified contractors for trades support.
- Develops and monitors emergency procedures and ensures that all staff are aware of procedures and are trained; participates in periodic fire drills.
- Serves a member of the Leadership Team and Workplace Health and Safety Committee.
- Conducts regular site inspections for repairs and maintenance
- Ensure compliance with all applicable government legislation, as well as Salvation Army policies and procedures, related to building maintenance and housekeeping.
- Responsible for safe and efficient operation of the facility, facility equipment and vehicle fleet.
- Ensures equipment and vehicles are maintained in good working order, schedules preventative and routine maintenance.
- Maintains facility inventory in compliance with The Salvation Army and governmental guidelines.
- Ensures compliance with legislative and organizational policies such as OH&S, provincial and municipal highway traffic acts, Food Sanitation and Hygiene.
- Ensures facility staff members are trained and/or licensed in safe operation of equipment and vehicles.

MAINTENANCE

- Coordinates ongoing maintenance and inspections to comply with all relevant laws, codes, and organizational policies. (Completes hand-on maintenance and repairs as practical.)
- Establishes and maintains routines for staff that follow Workplace Health and Safety requirements.
- Ensures that necessary steps are taken to maintain properties and vehicles in a functional state.
- Ensures all policies and procedures related to the maintenance program meet federal and provincial standards and promote safe work practices.
- Establishes schedules to monitor routine testing of safety and mechanical services (fire and electrical systems, etc.)
- Oversees IT systems and supports minor troubleshooting on site.
- Develops and implements operational plans for maintenance, including benchmarks for services and preventative scheduling for the structures, mechanical plants, vehicles, telephone systems, security systems, etc.
- Organizes and maintains a Preventative Maintenance Program for equipment across all departments.
- Coordinates facilities and vehicle upkeep including cleaning and maintenance, and arranging for any repairs. Plans, directs, and may implement preventative maintenance procedures for related equipment; recommends and performs minor and some moderate repairs.
- In conjunction with Executive Director, participates in planning and coordinating renovation projects, including dry walling, minor electrical repairs, painting, and plumbing.
- Determines, recommends, and purchases needed maintenance and custodial supplies and equipment.
- Conduct moderate troubleshooting of building systems and call-in other professionals when required.
- Carry out maintenance requirements on a scheduled or periodic basis including but not limited to filter

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replacement, lamp replacement, HVAC adjustments, washrooms, and equipment repairs, etc.

- Accompanies all external agencies on tours and regular inspections of the physical plant (Health inspectors, Provincial Fire Commission inspectors, Workplace Health and Safety inspectors, Provincial Labour inspectors, etc.).
- Completes recommendations made by the inspectors in a timely manner.
- Ensures all snow removal functions are carried out as required.
- Records information on any complaints, responding to those of a minor nature and forwards others to the Executive Director for resolution.
- Works with Senior Management Team to establish and maintain routines for staff that follow Infection Control and Workplace Health and Safety requirements in all facilities.
- Ensures that equipment is maintained, and plans are made for replacement as needed.
- Ensures adequate supplies are purchased for the department.

MATERIALS MANAGEMENT

- Responsible for purchasing all equipment and supplies except for office supplies, in consultation with the Executive Director.
- Maintains sites and buildings maintenance databases.
- Prepares and maintains a variety of records and reports/logs including, inventory levels, facilities status, and work performed, including those required by accreditation standards and legislation.
- Files all contractor maintenance reports and keeps all records accessible in accordance with The Salvation Army Accreditation Standards.
- Oversees the annual physical inventory count.
- Recommends disposal of used and obsolete equipment as per established policies and procedures and in consultation with the Executive Director.

PEOPLE LEADERSHIP

- Ensures the department is fully staffed with qualified staff and that staff have the resources to do their jobs.
- Hires, orients, supervises, trains, supports, evaluates, and retains direct reports.
- Grows, develops, and coaches direct reports.
- Recommends disciplinary actions, including termination in conjunction with the Executive Director, Human Relations, THQ/DHQ standards, and the collective agreements.
- Completes annual PEAC reviews with direct reports
- Ensures compliance with all employment legislation and workplace policies and practices
- Organizes and assists with staff training in accordance with the facility policies.
- Schedules, conducts, and documents supervision.
- Conduct Department Performance Reviews and Evaluations.

Health and Safety

- Identifies and implements effective practices for risk management to ensure safety for program staff, minimizing liability and enhancing/upholding the reputation of The Salvation Army.
- Ensures that the equipment, materials, and protective devices are provided and maintained in good condition.
- Ensures facilities staff are trained to competently perform their duties in a healthy and safe manner.
- Monitors the safety of the workplace and equipment, ensuring the facility is safe and healthy for residents, staff, and visitors.
- Ensures compliance with all Occupational Health and Safety Legislation and workplace health and safety policies, procedures, and practices.
- Performs and maintain Fire and Life Safety inspections and logs.

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- Submits incident and injury reports as required.

Hours: 40hrs/wk

Education, Qualifications and Certifications:

- The successful job applicant will have a formal post-secondary/college program diploma of two academic years.
- An equivalent combination of education and experience may be considered.
- First Aid/ CPR Certificate

Experience and Skilled Knowledge Requirements

- A minimum of three (3) years of experience in property management.
- Proficient in Microsoft Office (i.e., Word, Excel, Publisher, Access, and PowerPoint, Outlook) and ability to use/search on the Internet.
- IT and computer systems repair (supported by TSA national service desk)
- Proficient in administration and file management procedures.
- Valid certification in First Aid/CPR and Non-violent crisis intervention training or willingness to complete upon hiring.
- Valid certification in WHMIS.
- Ability to effectively communicate expectations and provide formative coaching.

Skills and Capabilities:

- Willingness to develop an understanding, and support the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities.
- Work in compliance with OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures.
- Ability to provide an original copy of a Background Check that is satisfactory to The Salvation Army, in its sole discretion, is required, including Vulnerable Sector Check (if appropriate).
- Valid full provincial driver license and clear abstract, as well as access to a personal vehicle might be required for some roles.
- Ability and willingness to work with, support, and serve marginalized people in a compassionate, non-judgmental manner.
- Excellent writing, oral communication, decision-making, organizational and time management skills.
- Conflict management abilities.
- Attention to detail, problem solving and analytical skills, with ability to prioritize multiple conflicting activities.
- Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility
- Confident, self-motivated, mission minded, team player, able to work with others.
- Flexible, motivated, adaptable, and able to thrive in a fast paced non-profit and union environment; be an efficient problem solver.
- Demonstrate a dependable work ethic and the ability to manage multiple tasks and/or projects simultaneously.
- Work independently; maintain confidentiality; while part of a larger team, projecting a positive, professional, and helpful attitude
- Commitment to communicate effectively and exercise good interpersonal skills by consistently displaying tact, courtesy and patience with supervisors, peers, participants, employees, students, visitors, volunteers, and vendors.
- Ability to manage stress and workload in a positive manner.

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- Recognize and actively pursue self-development.

Successful candidates, prior to hiring, may be required to provide:

- Background check consent.
- A clear vulnerable sector screening.
- A clean drivers abstract.
- Completion of our online Armatus Praesidium Training and required Health and Safety training.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.



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