



Job Posting Facilities Coordinator Temporary

Date Posted: April 14, 2025
Closing date: April 24, 2025

Internal / External Posting

1 Temporary Full-Time Vacancy – Approximately 3 months

Salary Range (\$38.258 – \$42.868 per hour)

Hours of Work – 37.5 hours a week

The John McGivney Children's Centre provides family-centered paediatric therapy services in the Windsor-Essex County community, enriching the lives of children and youth with special needs by helping them reach their full potential. As a HOOPP employer, JMCC values collaboration, honesty, innovation, leadership, diversity, equity and inclusion. Reporting to the Business Manager, this position will oversee the operation of our 56,000 sq. ft. facility infrastructure.

The Facilities Coordinator will be responsible for overseeing the routine operations of the facility infrastructure (i.e. air handling equipment, building automation, etc.). They will provide hands-on support to perform required maintenance tasks (i.e. filter changes, lamp replacement, painting, minor plumbing, minor electrical, etc.). The Facilities Coordinator will also be responsible for: troubleshooting facility maintenance issues and repairing where appropriate; overseeing and ensuring compliance of the JMCC preventative maintenance program; and coordinating contracted maintenance and facilities support. They will guide and direct internal custodians regarding daily tasks and ensure work is completed; and perform custodial tasks and relief as required. Other responsibilities of this role include: providing input and support for procurement of facility/maintenance equipment and service contracts; assisting with maintenance of policies, standard operating procedures, related to facility maintenance; liaising with outside agencies on behalf of the JMCC; and monitoring contracted work to ensure compliance with codes, standards and legislation. The Facilities Coordinator will also be required to perform set up and take down duties related to events; shipping and receiving related tasks; and landscaping related tasks for all seasons as required.

Qualifications:

The successful candidate for this role will have a post-secondary education in a trade related discipline (i.e. Engineering, Architecture, Construction, Plumbing, Electrical); five years of experience in facility management, preferably in an institutional setting of a similar size and complexity (i.e. healthcare, schools) with a broad understanding of various trades and construction methods. Practical experience in the trades is an asset; PEMAC, BOMI or similar industry certification in Facility Maintenance Management an asset. The candidate must have familiarity with legislation, codes and standards pertaining to building construction and maintenance, including but not limited to the Ontario Building Code, Ontario Fire Code, CSA standards, NFPA standards, ASHRAE standards, local by-laws, etc; and the ability to read and interpret technical drawings, specifications, manuals, etc. Working knowledge of computers and software such as Outlook, Microsoft Office, etc. are required. Experience using automated building software programs, and an understanding of compliance with the requirements of the Occupational Health and Safety Act is required. The candidate must have the physical ability to meet the requirements of the position.

Please submit your resume and cover letter no later than 4:00 p.m. on April 24, 2025 to:

John McGivney Children's Centre Human Resources Department

hr@jmccentre.ca

JMCC is committed to equity and diversity in the delivery of services and our work environment. Members from equity-seeking groups including Women, Indigenous Persons, Members of Racialized Groups, Persons with Disabilities and Persons of Diverse Gender Identities, Gender Expressions and Sexual Orientations, and groups protected by the Ontario Human Rights Code are encouraged to apply and to self-identify in their resume and/or cover letter. JMCC is committed to a recruitment process and work environment that is inclusive and barrier free. Should interested candidates require accommodations at any time during the recruitment process, please advise us of the nature of the accommodation(s) as soon as possible. ~Helping Abilities Grow~

Let our staff tell you why they love working at JMCC! [Watch our short 5 minute video!](#)