



Job Posting **Facilities Lead**

The John McGivney Children's Centre provides paediatric therapy services in the Windsor-Essex County community, enriching and celebrating the lives of children and youth with disabilities to help abilities grow, by providing child-focused, family-centred care. As a HOOPP employer, JMCC values collaboration, honesty, innovation, leadership, diversity, equity and inclusion.

Summary of the Role:

Reporting to the Business Manager, the Facilities Lead will:

- Be responsible for daily operation and maintenance of facility infrastructure; will monitor routine operation of facility infrastructure (i.e. air handling equipment, building automation, etc.) and escalate as necessary
- Perform required maintenance tasks (i.e. filter changes, lamp replacement, painting, minor plumbing, minor electrical, etc.)
- Troubleshoot facility maintenance issues and repair where appropriate
- Comply with JMCC preventative maintenance program (Maintain accurate records of facility issues, maintenance activities, project updates, etc).
- Lead and liaise with facilities maintenance vendors, and other related outside agencies (including coordinating service, documenting recommendations, communicating updates)
- Direct custodians regarding daily tasks and monitor completion; Schedule custodial coverage when needed
- Perform custodial tasks as required and provide custodial relief as necessary
- Provide input and support for procurement of facility/maintenance equipment and service contracts
- Provide input for policies and standard operating procedures related to facility maintenance; prepare reports, and documentation to support recommendations and decision-making
- Respond to facilities inquiries and complaints expeditiously (investigate issues, document, etc.) and make recommendations to resolve issues in a timely manner and communicate resolutions
- Monitor contracted work to ensure compliance with codes, standards and legislation
- Set up and take down of furniture as needed
- Perform and monitor tasks related to shipping and receiving
- Perform and monitor landscaping related tasks for all seasons

Qualifications:

- Post-secondary diploma in a trade related discipline preferred
- Three years of experience in facility maintenance, 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
- Hands-on experience with building maintenance and repairs
- 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.
- Ability to read and interpret technical drawings, specifications, manuals, etc.
- Working knowledge of computers and common software such as email, internet browsers, Microsoft Office, etc.; Strong computer skills; specifically with Microsoft, Word and Excel are preferred
- Experience using automated building software programs
- Understanding and compliance with the requirements of the Occupational Health and Safety Act
- Excellent time management and organizational skills
- Must be available to work flexible hours as needed
- Physical ability to meet the requirements of the position
- Must have a valid driver's license and access to a vehicle
- Strong written and verbal communication skills

What We Offer:

- HOOPP Pension Plan
- Hourly Wage Range - \$33.478 - \$37.509
- Hours of Work –37.5 hours per week
- Internal & External Posting
- Date Posted: October 21, 2026
- Closing Date: October 29, 2026
- 1 Permanent Vacancy – (*Upcoming Vacancy*)

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

Qualified applicants can submit a resume and cover letter to the Human Resources Department (hr@jmccentre.ca), by 4:00 pm on **October 29, 2026**

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.