

## **Position Description: Building Superintendent**

### **Full-time (40 hrs/wk)**

Position available immediately

### **OBJECTIVE**

We are looking for a service-oriented individual who can provide leadership, vision, and collaborative operational support to maintain a welcoming and safe facility and grounds for staff, congregants, and guests.

### **RESPONSIBILITIES**

- Regular inspections of equipment operation, safety issues, status of on-going projects, cleanliness, and the general state of the building & property.
- Work closely with the Facilities Coordinator to review upcoming events & activities (specifically related to space use, timing, and setups).
- Work closely with the Admin. Committee on hiring full-time and part-time caretaking staff as needed.
- Responsible for training & supervising full and part-time caretaking staff and providing daily instructions, including any new or special tasks, expected event schedule, setups (including drawings), etc., through in-person meetings and email.
- Ensure event/activity setups are completed correctly and on time.
- Ensure overall cleanliness of the building including deep cleaning when necessary.
- Provide clear and appropriately detailed reports to both the Admin. Committee and the Property Management Advisory Team for review, discussion, and decision.
- Ensure compliance with health and safety, insurance, building, fire and other legislative requirements through regular inspections, training, policy creation & review, signage, etc.
- Ensure appropriate quantity of supplies (custodial, consumables, maintenance).
- Prepare operations budget for review by Admin. Committee.
- Monitor and control expenses related to operations including equipment & supply purchases, service calls, and utilities.
- Ensure contracts are within budget and service agreements are met accordingly; coordinate service calls and work with technicians to ensure prompt repairs.
- Provide after-hours and emergency maintenance support as necessary.
- Work occasional shifts outside of regular working hours (evenings/weekends).

This position reports to the Facility Coordinator (for day-to-day operations) and the Admin. Committee.

### **REQUIREMENTS**

Knowledge and experience relating to:

- Building maintenance, troubleshooting, and repair

- Procedures, standards and practices in building maintenance and cleaning tasks including occupational health and safety requirements
- Mechanical, air conditioning, refrigeration, fire safety, plumbing, electrical and related preventive maintenance programs
- Procurement and Contracting
- Training, mentoring and supervising staff
- Budget preparation and administration

The successful candidate will be required to make the following commitments:

- Call to Excellence standards of The Alliance Canada. [Click here](#)
- Statement of Faith of The Alliance Canada. [Click here](#)
- Agreement with the Vision Prayer of FAC: Toronto. [Click here](#)

Send your cover letter and resume to [kliewer@firstalliancehuch.org](mailto:kliewer@firstalliancehuch.org).