

Facilities & Fleet Coordinator

Festival Hydro



+ WHAT THE OPPORTUNITY IS

The Facilities & Fleet Coordinator will report to the Manager, Corporate Services, and be an integral part of the Engineering & Operations team at FHI. The incumbent will be primarily responsible for the performance and/or scheduling of facility maintenance/refurbishment, and fleet maintenance/refurbishment.

This is an amazing opportunity for someone who has a solid understanding of facilities, construction and fleet vehicles. This role will require an organized individual, with a collaborative approach and strong communication skills in order to successfully coordinate, interact and negotiate with vendors, suppliers and contractors. Additionally, be able to effectively coordinate and understand the needs of all staff, Management, and Executive teams to best understand the facility's functions.

The ideal candidate will thrive on building and working as a team - and will wish to support a values-driven company focused on its people, customers and community.

+ WHAT YOU'LL BE DOING

Responsibilities include (but may not be limited to):

Facilities:

- Planning the upkeep of building, equipment and facility supplies to meet H&S standards and occupancy expectations. Distribution of facility supplies as required.
- Monitor and maintain FHI's building environments, and respond to any circumstances that compromise security, occupancy comfort, and suitable conditions.
- Develop preventative maintenance programs and schedules for servicing and maintenance of FHI's buildings, sites, facility systems, and equipment.
- Oversee the work of contractors to ensure work is completed in compliance with safety standards, policies, FHI procedures, and mutually agreed upon scope of work.
- Advise and give input to the specifications and review of building maintenance contracts.
- Monitoring of utilities consumption and minimize costs as reasonable.
- Control activities such as general maintenance, parking, waste disposal, recycling, document shredding, and building security at all sites.
- Maintain records/payments for hazardous waste sites & waste disposal.
- Maintenance of Safety Data Sheets for all sites and vehicles including date renewals.
- Compliance with legal requirements and the policies, standards, and practices of FHI.
- Document and maintain all Facilities policies, work instructions and procedures.
- Maintenance of vendor/contractor documentation as required by the Vendor Information System.

Fleet Maintenance:

- Coordination of repairs and inspections with providers according to regulations.
- Monitoring of fleet usage, costs, and the monthly tracking of fleet usage metrics (km, litres, hours).
- Compliance with legal requirements and the policies, standards, and practices of FHI.
- Document and maintain all Fleet policies, work instructions and procedures.

+ WHAT SKILLS & EXPERIENCE YOU’LL BRING

- Minimum Grade 12 diploma, or GED equivalent.
- College diploma in building/facility maintenance, and/or minimum 5 years related experience.
- Facilities, construction, and fleet vehicle experience a definite asset.
- Be very familiar with and work in compliance with safe work practices in accordance with IHSA rules and company policies and procedures.
- Basic working knowledge of various industry related agencies, terminology & trends (i.e. OEB, ESA, IMO, EDA, WSIB) for day to day administrative duties.
- Experience with building maintenance including HVAC, Building Automation Systems (BAS), fire, sprinkler and security systems.
- Proficient in Microsoft Office applications (Microsoft Word, Microsoft Excel, Microsoft Outlook, etc.)
- Excellent organizational, project management, communication, and verbal skills with a strong commitment to customer service.
- Ability to exercise independent judgment and perform all assigned duties with minimal supervision.
- Comfortable working at heights.
- Trades certification (HVAC, electrical, gas, plumbing, etc.) an asset, but not required.
- Class G driver’s license. Forklift and working at heights licenses considered an asset.
- General understanding of electrical terminology, accounting, small and large vehicle components.

+ WHY JOIN OUR TEAM

Our employees are empowered to make a meaningful impact on our business and success. We are seeking someone who has experience in demonstrating the competencies needed to support our Values:

Accountability | Honesty | Trust
People 1st Through Positive Teamwork | Commitment to Our Customers

+ WANT TO JOIN US?

Interested candidates may apply by emailing their resume and cover letter to **hr@festivalhydro.com** by **September 29, 2023**. Please reference **“Facilities & Fleet Coordinator”** in the subject line.

We thank all applicants for their interest but advise only those selected for an interview will be contacted. Festival Hydro is committed to fairness and equity in employment and our recruitment and selection practices. Accommodations are available during all aspects of the recruitment process. Applicants contacted for an interview are asked to make their needs known in advance.