

# Facilities & Purchasing Manager

## Contract Full-Time (12 months with possible extension)

The Four Villages Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve.

The Four Villages Community Health Centre provides primary health care to the communities in West Toronto and in the context of the broader social determinants of health. Our primary care, clinical services and a wide range of health promotion programs are available to all residents with a focus on seniors, families with young children, youth and newcomers. Four Villages has two locations in the west end of Toronto. It is funded by the Ontario Ministry of Health, through the Toronto Central Local Health Integration Network

We are recruiting an experienced Facilities & Purchasing Manager to join our team. Reporting to the CEO, The Facilities & Purchasing Manager, ensures the effective and integrated facilities management of all sites and satellites as well as the supply chain coordination and inventory systems, contributes to developing policies and procedures to meet the administrative needs as required of the organization, suppliers and equipment.

Deliverables include but not limited to the following: develops and implements administrative protocols and procedures that apply to facilities; inventory and procurement; oversees the ongoing maintenance of the facilities; manages equipment and service contracts; manages the inventory and purchase order system and participates in the Joint Occupational Health and Safety Committee as management representative. On an on-going basis, develops and assists in the maintenance and evaluation of administrative systems to ensure compliance with accreditation standards.

### Summary of Responsibilities

#### Maintenance and Operations:

- Oversees and/or coordinates maintenance/repair work assignments performed by technicians, vendors and contractors at all Four Villages sites
- Ensure Four Villages has the facilities, equipment and environment in which to all staff can operate safely and support client well-being
- Manages office equipment, maintenance and service contracts
- Manages storage facilities/archiving
- Maintains telecommunication system (i.e. telephone, facsimile, answering service, pagers)
- Conduct routine inspections of facilities looking for signs of damage or wear
- Serve as the main point of contact for building managers landlords at all Four Villages locations
- Monitors lease requirements/obligations and liabilities
- Develops and maintains facility maintenance checklist and regular maintenance schedules
- Contributes to organizational activities related to roles and responsibilities to collect, analyze and report on data and relevant information to have an effective and comprehensive understanding of organizational performance pertaining to any role and responsibilities
- Identifies areas where the development of protocols and procedures is needed to improve client services and experience or to promote more effective staff functioning and well-being
- Assists with hiring, orienting and training of staff, as required
- Implements measures required for compliance with AODA standards related to roles and responsibilities
- Coordinates training of staff and volunteers with the Volunteer Coordinator and the HR Generalist
- Other duties as required

**Health and Safety:**

- Management team representative on the Joint Occupation Health and Safety Committee
- Manages monthly reports and shares with CEO
- Monitors, flags and works with management team to ensure legislative compliance maintenance of CCA or other accreditation standards
- Promotes awareness of and participation in organizational activities regarding staff safety and emergency procedures, ensures regular emergency procedures training for all employees
- Drafting and updating emergency plans and procedures and supports Management to regularly review plans
- Overseeing security, fire prevention and other safety systems
- Manage the maintenance, testing and implementation of disaster planning procedures and organize and co-ordinate fire evacuation procedures
- Other duties as required

**Real Estate and Vendor Management:**

- Manage utilization of space, re-organization of premises and desk set up for new and existing staff
- Coordinates and manages office renovations/relocation project(s).
- Coordinates and manages organization relocation or outreach or satellite physical set-up
- Supports Management Team and CEO with leasing arrangements and renewal for all sites
- Secures and hires contractors as needed to maintain, repair or improve the premises as per Broader Public Sector Procurement Guidelines
- Manages the waste management contract
- Coordinates and ensures that agreed work by contractors has been completed satisfactorily at all Four Villages sites and following up on any deficiencies
- Administers facility maintenance contracts, including cleaning, security, repairs, etc.
- Other duties as required

**Purchasing, Payables and Payments:**

- Manages budgets associated with the facilities operations and maintenance
- Identifies and leads process improvements in all purchasing processes
- Oversees all purchase activities and ensures protocols and processes are followed
- Regularly reconciles and verifies invoices for timely payments processing
- Works closely with CEO and management team to proactively forecast/budget demand for services and products, identify new products and tech equipment
- Maintains a list of needed of costed supplies/equipment, needed renovations or facilities improvement to enable timely implementation as resources are identified.
- Other duties as required

**Shared Back Office Services:**

- Supports the Management Team, Director Shared Services, and partners in developing the Integrated Back Office partnership that offers back office services to external agencies and health service providers
- Provides above roles as to any and all back office shared service partners as directed by the Director, Shared Services
- Build collaborative relationships with partner agency Executive Directors playing a key role in the facilities management in the respective agencies
- Work with the Director, Shared Services to manage available resources at partner agencies and provide oversight of the facilities management plan of the respective agencies
- Contributes expertise and knowledge to the development of and maintaining the facilities management plan
- Other duties as required

## Qualifications

- Certificate or degree in office or business administration, property management or equivalent experience
- Demonstrated ability, commitment to and knowledge of community health care
- Knowledge and proficiency in current office systems and procedures
- Highly developed computer skills and proficiency in current network, word-processing, spreadsheets, and database software packages
- Prior supervisory experience
- Excellent organizational skills and demonstrated ability to develop and implement multiple administrative systems and policies
- Excellent verbal and written communication skills
- Excellent interpersonal skills with clients in a culturally diverse practice population and with colleagues
- Excellent communication, decision-making, conflict and time management skills
- Strong analytical and problem-solving skills in combination with the ability to multi-task and perform duties under minimal supervision
- Ability to speak second language, relevant to catchment area populations, is an asset.

**Hours of work:** 35 hours per week

**Salary:** Salary range \$61,454 - \$74,042 per annum, plus 6% in lieu of benefits and 4% in lieu of vacation or paid vacation entitlement.

**Pension:** Four Villages is a HOOPP employer.

**Closing date:** **September 15, 2020**

Interested candidates should e-mail their resume along with a cover letter to Human Resources at [jobs@4villages.on.ca](mailto:jobs@4villages.on.ca) (Subject: Facilities & Purchasing Manager), or fax to 416-604-3367.

*We thank all the applicants for their interest and advise that only those selected for an interview will be contacted.*

*If you have any requirements for accommodation, please let us know.*

*Four Villages is a scent-free environment.*