

TEEN CHALLENGE CANADA

JOB DESCRIPTION – FACILITIES ASSISTANT

Terms of Employment:	Full-time & On call (1 Year Contract)	Department:	Facilities
Position Type:	Assistant	Reports To:	Facilities Supervisor

THE OPPORTUNITY:

The primary responsibility of the Facilities Assistant is to support the Facilities Supervisor in performing general building and property maintenance, while meeting Teen Challenge's Maintenance objectives. Responsibilities also include supervising students, performing diversified duties involving repairs, troubleshooting, equipment and tool maintenance, and to assist with coordinating and communicating with outside contractors, as required. Duties may also include tending to the utility systems, conducting routine monthly fire extinguisher and first aid kit checks, performing routine maintenance activities, notifying management of a need for repairs, and cleaning snow or debris from sidewalks and parking lots. Additionally, the Facilities Assistant must be knowledgeable about Occupational Health and Safety Regulations, the proper use and administration of PPE, and WHMIS.

CULTURE:

We continue to focus and help create an environment where employees, clients and visitors are treated with dignity and respect. Fairness, individual development and recognition, teamwork, support for family and community are all hallmarks of Teen Challenge's workplace. We are committed to doing meaningful work on a motivated team. With passionate staff across Canada, we aim to continually strengthen our community of care and responsibility, grounded in mutual respect, by daily upholding our Christian values and enhancing teamwork to serve our clients better.

JOB DUTIES & RESPONSIBILITIES:

Maintenance:

- Request quotes, supervise work and ensure all invoices are directed to appropriate management
- Contact appropriate contractors for major repairs, inspections and tests, and maintain work insurance clearance certificates
- Provide emergency maintenance services by remaining on-call 24/7
- Oversee mechanical work for onsite buses and fleet vehicles, snow removal, drinking water system and wastewater systems, heating, cooling, ventilation, back-up generator processes, and other daily activities
- Perform minor repairs on windows, doors, desks, tables, equipment, appliances, sinks, toilets, blinds and all other repairs as needed
- Diagnose problems, replace or repair parts, test and make adjustments
- Provide pool maintenance and training as required
- Collaborate with the Work Therapy Coordinator to ensure the cleanliness and the esthetics of the facility by overseeing janitorial duties and inventory
- Ensure the efficiency of the onsite recycling program
- Read equipment manuals and work orders to perform required maintenance and service
- Maintain regular recording of maintenance policies and procedures, contractor's contact information, and other relevant information

Health and Safety:

- Ensure every exit/entrance is free of debris and/or tripping hazards
- Work in collaboration with government agencies on an as-needed-basis
- Conduct monthly fire drills and complete necessary record keeping to ensure compliance with the Fire Safety Plan and Fire Code
- Ensure compliance with current Health and Safety regulations and WHMIS requirements
- Oversee monthly first aid inspections and replace contents as necessary to ensure compliance with current First Aid regulation

- Exercise the Internal Responsibility System (IRS) on a regular basis, by identifying and reporting risks and hazards as they arise
- Responsible for proper inventory of cleaning materials and supplies, and ensure compliance with WHMIS

Security:

- Coordinate key and code distribution for security purposes
- Assign and/or reassign parking spots for new staff
- Ensure effective management of the following: loss prevention, risk management, security system to prevent breaches
- Record regular maintenance procedures, contractors contact information, policies, and other

Other duties assigned by the Facilities Supervisor

QUALIFICATIONS:

- Minimum of Grade 12 high school diploma or equivalent
- Minimum 3-5 years of building maintenance experience required
- WHMIS and First Aid certification would be considered an asset
- Maintain appropriate driver's license
- Solid interpersonal skills that allow one to work effectively in a diverse working environment
- Proven Supervisory skills
- Strong work ethic and positive team attitude
- High degree of resourcefulness, flexibility, and adaptability
- High level of sound and independent judgment, reasoning, and discretion
- The ability to learn, understand, interpret, communicate, and enforce laws and legislations
- Demonstrate ability to clearly transmit and receive information by email, phone and in person
- Excellent attention to detail and ability to adapt to within a changing fast paced environment
- Organizational skills and ability to multitask
- Handle highly confidential information with integrity and trust
- Familiarity with Microsoft Office Productivity Software

WORKING CONDITIONS:

- 24/7 availability and overtime as required
- Safety equipment will be required, e.g. steel-toed safety boots, safety glasses/goggles, and all other safety equipment
- Work is conducted both indoors and outdoors
- Must be able to lift, push, pull, and move a minimum of 25 pounds
- Operate machinery and equipment as required
- Perform tasks at various heights with the use of a ladder
- Ability to sit and stand for long periods of time
- The atmosphere may vary from a calm to a fast-paced setting depending on daily events

Approved By:	Director of Facilities
Date Approved:	March 2025
Date Reviewed:	March 2025