



## Position Profile

<b>Position title</b>	Building and Grounds Manager
<b>Reports to</b>	General Manager of Operations
<b>Area of work</b>	

### Job purpose

The common purpose of all employees of the YWCA of Banff includes a responsibility to carry out the Mission Statement of the organization and a willingness to co-operate with other staff and volunteers in translating these emphases into programs and services. The mission of the YWCA of Banff is to empower women and their communities through leadership, advocacy and provision of meaningful services.

The primary role of the Building and Grounds Manager is to ensure that the Building and Grounds Department operates safely and efficiently.

### Duties and responsibilities

#### Specific responsibilities include but are not limited to:

1. Effective and timely resolution of all maintenance concerns in the residence and hotel facility.
2. Contribute to the creation and implementation of best practice maintenance vision, and procedures to improve the overall performance of the organization.
3. Effectively communicate all maintenance projects and the impact on the daily operations.
4. Delegate tasks to maintenance ~~the~~ team members, planning and managing effective workloads.
5. Oversee on site contractors and trades people.
6. Troubleshoot and perform repairs boilers, heating, HVAC, plumbing and electrical systems
7. Troubleshoot and perform repairs to boilers, heating, HVAC, plumbing and electrical systems.
8. Develop and implement a Preventative Maintenance schedule.
9. Perform equipment testing, including water treatment, boiler, fire panel and generator tests and maintain logs of results.

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12. Attend scheduled meetings and implement plans of action.
13. Ensure a safe work environment is maintained at all times with a commitment to working safety.
14. Develop clear accountability for maintenance material spending combined with a strategy to manage expenditures.
15. Ability to read and manage department budgets.
16. Oversee professional development of building and grounds department staff.
17. Other duties as assigned.

### Qualifications

1. ABSA certified 4<sup>th</sup> Class Power Engineer, or ABSA certified Building Operator A.
2. Three years of experience as a hotel maintenance supervisor.
3. Three years of experience working with steam heating boilers.
4. Experience working within a preventative maintenance program.
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6. Experience working within a preventative maintenance program.
7. Knowledge of hot water heating systems.
8. Experience troubleshooting boiler and mechanical systems, as well as plumbing, electrical, carpentry, and general repair and maintenance.

### Working conditions

**The YWCA celebrates the diversity of people, recognizing it as both a strength and an advantage to our organization and community.**

### Direct reports

Building and Grounds supervisor, Building and Grounds employees

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	

