



## **CAREER OPPORTUNITY**

**Lethbridge Family Services is a private, non-profit organization with more than 380 employees, serving Southern Alberta. We are a highly accredited, charitable organization that is the largest community social services organization in Lethbridge and southwestern Alberta and have been operating since 1910.**

*We offer a supportive, inclusive team environment with a strong commitment to work-life balance. We provide company paid professional development opportunities, a comprehensive benefit plan, subsidized fitness memberships, and on-the-job coaching and support. Our culture is one that supports many events throughout the year ranging from health and wellness challenges, social club activities, annual holiday parties and recognition events. Check out our website at [www.lfsfamily.ca](http://www.lfsfamily.ca).*

**Position: Facility Maintenance Manager**

**Department: Central Administration**

**Hours: Monday – Friday 35 hours per week**

### **Position Overview:**

Maintain the North Lethbridge Family Services (LFS) facility, including the physical assets and purchasing of LFS goods and services.

### **Key Responsibilities:**

Facility and Physical Assets:

- Maintain facility and physical assets in good repair and within recommended servicing.
- Complete all authorized requests for the purpose of securing quotes, goods and services required for the organization including the coordination of procuring services, facilities and supplies, in support of organization projects and meetings.
- Maintain adequate office and facility supplies and initiate ordering as needed.
- Participate in Health and Safety committee. Initiate evacuation drills and safety site inspections in compliance with policy and procedures. Report findings to safety committee in established time frames.
- Monitor janitorial contracts, grounds maintenance and contracted trades work at all times.

### **Qualifications:**

- Training or experience in accounting and office procedures.
- Have training or experience in facility and risk administration.
- Ability to work within tight deadlines and prioritize work.

- Proficient computer skills in Microsoft Office and maintenance management systems.
- Minimum 5 years experience in maintenance and building operation.
- Proficient at carrying out preventative maintenance programs.
- The successful candidate will be required to provide a Police Information Check.

**Start date:** September 15, 2020

**Application deadline:** September 3, 2020

**Please submit, in confidence, a resume and cover letter referencing job posting CA13 and where you viewed our ad:**

**Email:** [humanresources@lfsfamily.ca](mailto:humanresources@lfsfamily.ca)

**Mailing Address:** Human Resources, Lethbridge Family Services  
100 – 1410 Mayor Magrath Dr. South  
Lethbridge AB T1K 2R3

**Fax:** (587) 425-5209

**Web:** [lfsfamily.ca](http://lfsfamily.ca)

**We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.**

***Lethbridge Family Services is an equal opportunity employer.***

