

POSITION DESCRIPTION

Position Title

Coordinator-Planned and Preventive Maintenance

Function

Reporting to the Manager - Facilities Maintenance, the Planned and Preventive Maintenance Coordinator is primarily responsible for the planning, coordination, and commissioning of Silvera's Planned and Preventive Maintenance (PPM) function(s). As a primary point of contact for Silvera staff as well as external service providers, vendors and stakeholders, the Coordinator ensures the scheduling, coordination, and compliance of all PPM activities for all facilities, properties and assets operated by Silvera for Seniors.

Key Responsibilities Include:

- Acts as a primary point of contact for direct service staff, administration, vendors and stakeholders for coordinated PPM functions
- Works closely with the Facilities Technical Advisors (Dining; Housekeeping; Maintenance) to ensure compliance requirements meet/exceeds Silvera standards, and coordinates remedies of identified compliance deficiencies
- Able to provide insight and knowledge of PPM contracts and status' of all PPM agreements and activities
- Consults with Procurement Advisor for contract status' and deliverables related to PPM equipment, machinery and vendors.
- Utilizes and maximizes key program tools and systems for increased efficiencies and transparency. (eg. Yardi)
- Attends and contributes to regular program and company meetings as required by the Senior Manager-Facilities Operations
- Fosters healthy relationships with internal/external stakeholders and vendors to improve/maintain service delivery
- Enforces all Asset Tracking protocols
- Supports the PPM requirements of Fleet Management
- Monitors vendor performance and recommends adjustments to program protocols and procedures
- Conducts/coordinates routine audits of vendor(s) for compliance reporting
- Ensures viability and consistency of PPM deliverables
- Assists in facilitation of pilot activities of tools, equipment, machinery, technology or practices
- Identifies opportunities to gain efficiencies, mitigate risk or improve service delivery with vendor deployment
- Assist to identify and mitigate risks as they are encountered to ensure safety for staff, residents and visitors
- Coordinate the documentation of identified potential violations to compliance requirements and their remedy
- Act as liaison between program and internal/external stakeholders to effectively communicate remedy actions
- May be required to attend/support Health & Safety Committee meetings or actions
- Acts responsibly to identify and escalate potential risks to the organization or brand
- Other duties as assigned

Qualifications required:

- Facilities Management Professional Designation (FMP) an asset
- Health & Safety certification/designation an asset

- Class 5 Power Engineering training/certification preferred
- Experience in compiling and presenting data with focus on KPIs and KPMs
- A minimum of five years' experience working in a planned maintenance environment
- Proven experience working in a customer –service environment, often under pressure of deadlines is essential
- Strong technical skills as it relates to maintenance IT systems
- Proficiency in MS Word, MS Excel, and data entry/database input is essential. Proof of skills may be required by certifications or testing
- Experience working with all forms of maintenance and operating budgets
- Excellent communication skills, both oral and written required
- Possess excellent planning, organizational and communication skills with the ability to develop strong working relationships with internal and external stakeholders
- Proven ability to interact with all levels of staff within the organization and variety of residents who may often present challenging service requirements
- Experience with Dropbox and Yardi an asset

Working Conditions:

- Responding to emergency situations, rotational after hour support to On-Call GMP and carrying a cellular phone may be required
- Regular travel to Community sites within Calgary will be required
- Heavy lifting may be required

Silvera is a leading advocate and caring provider of homes and services for older Calgarians. We offer non-profit service to more than 1,450 residents and have continued to do so proudly for over 60 years.

Silvera employees create positive impact every day. Together, we serve people who make their home with us, including in our supportive living communities, which provide meals, housekeeping and Active Aging programs. Silvera provides a respectful, inclusive, diverse workplace. Our employees work hard to make our communities the safe, comfortable places residents call home. We offer employment opportunities in dining, housekeeping, maintenance and administration. We reward staff through training, recognition and opportunities for growth. We offer flexible full-time, part-time and casual hours, and lieu time.. Our communities are located in all quadrants of Calgary and our head office is located on Macleod Trail near Chinook Centre.

Come build a career with our committed, high-performing team and make a positive difference in the lives of others.

- Our singular purpose: Live your best life.
- We value accountability, honesty, relationships and innovation.

We thank all applicants; however, only those selected for an interview will be contacted.

Due to the current high volume of applications, we will not be accepting phone calls about individual applications.

All pre-screen questions must be answered completed for an application to be processed.

In accordance with the Alberta Accommodation Standards, all successful candidates are required to complete a criminal record check prior to commencing employment and all offers made are contingent upon a successful criminal record check.

For further information on us, please visit our website: www.silvera.ca