



Exhibition Place

JOB OPPORTUNITY

| | |
|--|--|
| JOB TITLE: Facility Coordinator | JOB TYPE: Permanent |
| HOURS OF WORK: 35 hours/wk. | SALARY RANGE: \$63,372 - \$79,926/yr. |
| POSTING DATE: May 23, 2019 | CLOSING DATE: June 14, 2019 |

Reporting to the Facility Services Managers, the Facility Coordinator will oversee all activities related to the delivery of Housekeeping and Labour services for events, tenants and the general maintenance of the grounds.

Major Responsibilities

- Supervise, plan and coordinate work assignments and the administration of housekeeping, labour services.
- Supervise and schedule the delivery of services and property/tenant maintenance pertaining to the division services.
- Market rental items, equipment and services.
- Coordinate quotations for events, clients and tenants.
- Coordinate the scheduling of rental and grounds maintenance equipment.
- Coordinate the asset control program for rental equipment and assist with annual review.
- Monitor inspection program to verify rental and grounds maintenance equipment are maintained in proper working order and inspections are conducted.
- Verify and report time of unionized and non-unionized staff for payroll/client invoicing.
- Provide facility and property hazard reports as related to event requirements and compliance.
- Assist in the procurement procedure and supervise/schedule contractors such as soft landscaping, pest control, waste and recyclable removal, graphic services; monitoring budgets and verifying work completed.
- Participate in production meetings/liaise with Event Coordinators and clients, providing staffing, equipment and material requirement expertise pertinent to delivery of services and maintenance.
- Provide coaching to union and non-union staff on excellence in customer service delivery.
- Conduct safety orientations as required for workplace safety.
- Assist in developing workplace policies, practices and procedures and implement.
- Perform other duties as assigned.
- Prepare post show/event analysis for future planning purposes
- Perform other duties as assigned

Required Qualifications

1. Certificate in Facility Management or in another discipline pertinent to the job function or equivalent combination of education and experience.
2. Several years' experience in the area of facility services.
3. Experience supervising staff in a unionized environment.
4. Possess a valid full G Class Ontario driver's license.
5. Experience using software packages (word processing, spreadsheets and electronic mail).
6. Good interpersonal skills with the ability to communicate effectively both verbally and written at organizational all levels.
7. Proven customer service skills.
8. Demonstrated knowledge of and the ability to interpret collective agreements, *Occupational Health & Safety Act*, Ontario Building Code, Ontario Fire Code and Workplace Hazardous Materials Information System.
9. Working knowledge of facility management software an asset.
10. Ability to work days, evenings and weekends including holidays, as required to support operational requirements

How to Apply:

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to humanresources@explace.on.ca

Accommodation:

Exhibition Place is committed to fostering a positive and progressive workforce. We will provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Exhibition Place's Accommodation Policy. You can request accommodation at any stage of our hiring process.

If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.