



Facilities Maintenance Coordinator

Title: Facilities Maintenance Coordinator

Position Type: Full-time, Permanent

Salary: Commensurate with experience

Hours: 37.5 per week

Application Deadline: Open until filled

Job Description

We are looking for an experienced Facilities Maintenance Coordinator to oversee all building-related activities. You will be responsible for preserving the good condition of infrastructure and ensure that facilities are safe and well-functioning. The ideal candidate will be well-organized and able to optimize the use of space and equipment while reducing operating costs. Leadership abilities and phenomenal efficiency can set you apart among our candidate pool.

Duties and Responsibilities

- Create and implement Facilities and Operations work plan
- Coordinating all maintenance issues and schedules
- Ensuring efficiency of all building systems
- Coordinating site safety programs (emergency evacuation, etc.)
- Maintaining a safe work environment for all employees
- Coordinating with building contractors
- Managing maintenance of grounds
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Ensuring utility systems are inspected and in accordance with regulations
- Help with negotiating bids and contracts for third party workers
- Supervising all facility personnel
- Overseeing all building functions
- Follow all company policies and procedures
- Able to multitask, prioritize, and manage time efficiently
- Encouraging to team and staff, able to mentor and lead
- Self-motivated and self-directed
- Accurate and precise attention to detail
- Strong written and verbal skills
- Inspecting buildings' structures to determine the need for repairs or renovations



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- Assist with janitor duties when needed, ex; cleaning bathrooms, sweeping, cleaning windows

Working Conditions

At times, depending on weather, you will be required to be outside for uncertain periods of time. Proper dress code for those times will be required.

Physical Requirements

This job can be physically demanding, you may be required to stand for long periods of time, lift heavy objects at certain times. There may be some tasks that may be repetitive.

Reports To

Executive Director

Direct Report(s)

Assistant Caretakers and Janitorial staff

Qualifications

We would like to see proven experience as facilities manager or relevant position.

This candidate should be well-versed in technical/engineering operations and facilities management. Good analytical/critical thinking.

Having relevant professional qualification will be an advantage.

- Experience with pneumatics, pumps, valves, motors, and compressors
- Knowledge of HVAC systems
- First Aid and CPR
- W.H.M.I.S
- Class 4 Drivers Licence (drive our Dino Bus on occasion)
- H2S Alive
- Aerial Lift Training

To Apply

If you feel you meet the qualifications above and are interested in applying your abilities to help grow Alberta's newest dinosaur museum, please email your cover letter and resume in PDF format to Susan Hunter, Executive Director at susan@dinomuseum.ca.



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Only candidates selected for an interview will be contacted.

Interviews may be conducted over Skype, if needed.

