

Building Services Manager

Full-time, comprehensive benefits package

Commitment. Quality. Care. Respect. PARC Retirement Living is an award-winning developer and operator of purpose-built, independent senior living communities. We're looking for caring and genuine people who are passionate about service excellence and are driven to make a meaningful difference in the lives of seniors.

We are looking for a motivated, enthusiastic and reliable **Building Services Manager** to assist with the open of our new community in **White Rock – Oceana PARC**. As the Building Services Manager you will work closely beside the General Manager, contractors and team as we open our most technologically advanced building yet!

Building Services Manager Responsibilities:

- Report to your General Manager about all maintenance and operations, pertaining to the building and equipment;
- Maintaining a safe, attractive and efficient physical community;
- Manage both scheduled maintenance and unscheduled repairs, using trades, contractors, employees, as well as your own skills;
- Manage the maintenance budget and serve as the Fire and Safety Officer;
- Additional duties during pre-open, including but are not limited to: Recruiting, hiring and orienting team members, assist with construction clean-up and minor deficiencies, liaise between construction team and management team on building maintenance, assist with a high volume of move-ins and working in tandem with all managers to ensure a seamless opening experience for residents and employees.

Building Services Manager Skills and Experience:

- Completion of Facility Management or Power Engineering Certification;
- 5 years' experience in building maintenance- seniors industry experience an asset;
- Working knowledge of physical plant operations and maintenance, plumbing and electrical trades with the ability to troubleshoot effectively;
- Strong technical skills in MS Office and familiarity with Maintenance Care software is an asset;
- Knowledge of WHMIS and Emergency Preparedness procedures;
- Ability to organize preventative maintenance programs and ensure timely, cost effective repairs;
- Expertise in developing, leading and motivating a high-performing team as well as hiring and managing contractors;
- Outstanding communication and relationship-building skills with a passion and empathy for seniors;

- Class 5 Drivers License and First Aid Level 1 with CPR required.

Perks of the Job:

- Opportunity to assist with building a new community, employee culture and customer experience;
- Have your voice heard and opinions valued - We Listen;
- Meaningful work, knowing you are making the difference in seniors lives everyday;
- Fun is one of core values! We encourage fun, supportive, team environments;
- Encouraging continuous learning and career development;
- Eligibility for annual bonus and comprehensive benefits plan!

**Live out your passion for people and service excellence. Apply now at
www.parcliving.ca/careers.**

Thank you for your interest in this exciting opportunity. Please note that only shortlisted candidates will be contacted. |