



Inclusion Clare

About Inclusion Clare

Inclusion Clare is situated in the Municipality of Clare, Nova Scotia, an area celebrated for its rich Acadian culture. As a bilingual organization, Inclusion Clare is committed to delivering high-quality services, support, and advocacy to adult residents and participants with diverse abilities. Our philosophy is grounded in values such as respect, culture, equity, moral courage, self-direction, learning together, community support, and creativity.

The Role: Facilities Maintenance Coordinator – Temporary Full Time

Reporting directly to the Executive Director, the Facilities Maintenance Coordinator plans, directs and coordinates all facility and property maintenance for Inclusion Clare's 2 Residential Homes and its Day Program. The coordinator develops, implements and monitors preventive maintenance, procurement of equipment and supplies, and inventory management in an environment compliant with Occupational Health and Safety standards and other related legislative standards (e.g. *Homes for Special Care Act*).

Role Overview:

- Coordinate all maintenance work and cleaning requirements to properly maintain facilities and grounds.
- Liaise with service providers and external contractors to maintain and improve the working environment.
- Develop and implement preventive maintenance schedules for equipment, systems, and infrastructure
- Oversees implementation and effectiveness of Inclusion Clare's Emergency Management and Disaster Plans
- Handle the procurement and inventory of supplies and equipment necessary for each facility's operations
- Oversees renovations and site-specific projects
- Maintain records of facilities operations, including the status of ongoing work and completed tasks.

Qualifications:

- Post-secondary education in facility management, property management or a related field (college or university diploma preferred).
- A minimum of 3 years of facility maintenance experience
- Experience working in an environment working with adults requiring support in reaching their full potential is considered a definite asset.
- Working knowledge of Microsoft Office (e.g., word, excel)
- Knowledge of basic budget management and financial management related to facilities

maintenance, risk management and quality improvement

- Excellent organizational and leadership skills
- Excellent verbal and written communication skills. Fluency in English and French required.

Compensation:

Salary range for this position is \$58,000 -\$63,000/annum and is contingent in qualifications and experience. This position is Temporary Full Time and will be reevaluated in one year with the potential of becoming a permanent position.

How to Apply:

If you are interested in this exciting opportunity, please apply by 4:00 pm on November 6, 2024. Applications should be sent to 'Administrator' at JHeffern Consulting Inc. at jmheffern@gmail.com with "Attention Administrator" in the subject line. Please note that only candidates selected for an interview will be contacted. For more information, please contact Inclusion Clare via email at jmheffern@gmail.com or by phone at 902-300-5492.