



Peoples Christian Academy (PCA) is seeking a full time **Facilities Supervisor** to facilitate the school's growth and development.

BACKGROUND

Since 1971, Peoples Christian Academy (PCA) Inc. ("PCA") has been offering education at both the elementary and high school levels. Additionally, PCA operates an Early Learning Centre. PCA is a registered charity under the Income Tax Act (Canada) and is governed by an elected Board of Directors.

MISSION AND VISION

The mission: Peoples Christian Academy is committed to preparing the whole person to reach the whole world for Christ.

The vision: Peoples Christian Academy is a missional school where children are trained in Christ's ways in order to be placed by Him in their respective mission fields to defend Christian truth and values, serving His purpose for His glory.

JOB PURPOSE AND SUMMARY

PCA is seeking for a Full-Time Facilities Supervisor responsible for the efficient and effective operation of the school's physical facilities. This role involves overseeing a team of support staff, including daytime and evening caretakers, an on-call maintenance and repair (M&R) technician, and working closely with the Facilities Administrator as it relates to facility rental activities and scheduling. The Facilities Supervisor plays an important role in coordinating M&R and custodial services, while also managing its facilities budget, staff and rental schedules and ensuring compliance with safety regulations.

TERMS OF EMPLOYMENT

- This is a full-time, year-round position with an annual salary range of \$55,000 to \$65,000.
- Full time positions are eligible for participation in PCA's benefits plans and pension plans
- The standard workday is 8 hours, 37.5 hours per week, generally from 7:00 a.m. to 3:00 p.m., with flexibility required for special projects, events, and emergencies.
- Vacation entitlement aligns with the Ontario Employment Standards Act, 2000, with an additional one-week break during both Christmas Break and March Break.
- A three-month probationary period applies at the beginning of the employment.

DUTIES AND RESPONSIBILITIES

Supervision and Leadership:

- Provide servant-leadership and guidance to support staff, promoting a positive work environment and teamwork.
- Conduct regular reviews, including evaluations of team members and meetings with the Leadership Team to discuss building care and cleanliness.
- Encourage a positive and productive work environment, leading by example in hard-work and attention to detail, and encouraging teamwork and cooperation among staff.
- Promote open communication among all-parties to ensure clarity, agreement and results.
- Maintain a positive presence among the broader school-community to uphold PCA's vision.
- Provide conflict resolution should situations arise among team members or with other stakeholders.
- Oversee rental coverage staffing, scheduling and related administrative work, i.e. time-sheet.



Maintenance and Repairs:

- Oversee routine maintenance and repairs of school facilities and grounds, with a focus on cost-effective solutions
- Coordinate with the school's on-call Maintenance & Repair Technician and/or external contractors when necessary for specialized maintenance tasks
- Develop and maintain a preventative maintenance schedule – for plumbing (e.g. hot water tank), life-safety systems (e.g. fire suppression system and kitchen suppression system), HVAC (e.g. bi-annual contractor maintenance), electrical (e.g. thermographic imaging)
- Maintaining cleaning equipment for effective daily use.

Custodial Services:

- Support the custodial staff by making sure the cleaning areas are manageable, the duties shared, the day and night crews supportive of each other, and the successes are appreciated.
- Ensure that the custodial services are carried out to maintain a clean and safe school environment, in alignment with the school's standards.
- Monitor inventory of cleaning supplies and equipment, and reorder as needed.

Budget Management:

- Work closely with the Business Manager in the development and management of the facilities budget, tracking expenses and adhering to budgetary constraints.
- Submit invoices and payables in a timely manner.

Safety & Compliance:

- Ensure compliance with all safety regulations and protocols related to facility management
- Conduct regular safety inspections and address any identified concerns promptly.

KNOWLEDGE AND SKILLS:

- Familiarity with building maintenance and repair techniques, including HVAC, plumbing and electrical systems.
- Basic understanding of safety regulations and protocols, including OSHA standards and fire safety codes.
- Knowledge of budget management principles, scheduling processes for staff and facility rentals, and inventory management for cleaning supplies and equipment.
- Strong skills in leadership, team management, effective communication, organization, prioritization, problem-solving and attention to detail.

QUALIFICATIONS:

- Post-secondary education in facilities management, business administration or a related field
- Minimum 3-5 years of experience in facilities management or a related field experience in team leadership
- Knowledge of school facilities management preferred
- Familiarity with budget management and scheduling processes preferred
- Experience in a customer service-oriented environment

APPLICATION PROCESS:

In your cover letter, please refer to your Christian faith, and how it influences you both personally and professionally. In your resume, please include any missions and ministry experience. Please also include professional (2+), pastoral (1), and personal (1) references. Please also note that short-listed candidates will be required to submit a police vulnerable sector check.to: careers@pca.ca with the subject line: "Facilities Supervisor".

PCA welcomes and encourages applications from people with disabilities. While all applicants are thanked for their interest, only those chosen for interviews will be contacted.