

FACILITIES MANAGER (Full-time)

This position reports directly to the Executive Director and works closely with Administrators in both Bowmanville facilities. Primary responsibilities will include: tendering of capital maintenance projects, monthly/quarterly property inspection reports, assistance with budget preparation and cost controls, scheduling and management of inspections on building systems.

Qualifications include: 5-7 years related experience including proven experience managing a Facilities team is required, preferably in a unionized healthcare or social service setting; knowledgeable in Occupational Health and Safety, Workplace Hazardous Materials Information (WHMIS), Building/Fire Codes, other related health safety regulations and environmental cleaning standards; excellent written and verbal communication skills, organizational skills and proven project management skills; proficiency in Microsoft Office a definite asset; ability to relate to tenants, trades and staff in a tactful and respectful manner and possession of a valid Driver's License. For a more detailed job description, visit www.dchomes.ca.

A competitive compensation package will be provided for this position. Salary is commensurate with experience.

Please forward your resumes in confidence no later than January 20, 2012 to the attention of: Human Resources, 200 Glen Hill Drive South, Whitby, ON L1N 9W2. E-mail: careers@dchomes.ca or Fax: 1-866-862-8905

While we thank everyone who applies, only those selected for an interview will be contacted. *No phone calls please.*