



## Job Posting for: **PROPERTIES COORDINATOR**

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A leader in hospice palliative care service, Hospice Simcoe, located in Barrie, provides community outreach and residence hospice services to individuals and their families in our community and surrounding areas.

### **Overview of position:**

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Reporting to the Executive Director, this role ensures a safe and accessible, invitingly clean, well-maintained environment through service excellence. The Properties Coordinator performs routine facility cleaning and sanitization, building maintenance and repairs, and provides oversight to service contractors of building systems. (HVAC, Life Saving Systems).

### **SUMMARY OF RESPONSIBILITIES:**

#### **Custodial**

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- Performs routine scheduled cleaning and sanitization of facilities according to health standards and best practices. Assist with laundry service support, when needed
- Cleanup of spills and other extraordinary waste, including biohazards
- Collecting, handling, and disposing of appropriately segregated waste and recycle streams
- Maintain inventory and ordering of cleaning and other building supplies

#### **Maintenance**

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- Performs minor building repairs and preventative maintenance duties as set in the preventative maintenance plan, maintains relevant documentation
- Ensures accurate tracking and coordination of work orders
- Coordinates Service Contracts and oversight of onsite contractors and licensed tradespeople
- Ensure building Life Saving Systems and equipment are maintained and inspected according to legislative requirements including leading drill exercises
- Operate building and grounds maintenance equipment (i.e., hand-tools, power-tools, weed eater, leaf blower, floor scrubber)
- Report all emergency and problems, maintenance, and safety concerns to appropriate personnel
- Consults with administrative personnel for the purpose of planning, prioritizing, and scheduling custodial activities and achieving site maintenance objectives

#### **Health & Safety**

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- Responsible for ensuring facilities and departmental activities are compliant with all applicable legislation, regulations, codes and standards related to facilities operations as well as occupational health and environmental safety



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### **Qualifications:**

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- Minimum 2 years experience in custodial services and maintenance of buildings, experience in health care environment an asset
- Education in Facilities Management or relevant education with related experience
- Good interpersonal, troubleshooting, communication, planning & organizing skills
- Demonstrates initiative, problem solver, team player, results oriented and self-motivated
- Demonstrated knowledge of working with building systems, life saving systems

### **Position Requirements:**

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- Driver's license and reliable transportation to travel between facilities.
- A Criminal Reference Check and Vulnerable Sector Check
- Proof of covid vaccination status

### **Hours of Work:**

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9:00 am – 5:00 p.m. with the flexibility to adjust schedule to meet operational needs when needed.

### **Salary Range:**

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\$53,430 - \$60,177 per year

## **Application deadline:**

Please submit a cover letter and resume by:  
**12:00pm, Friday February 3rd, 2023 to:**

**Connie Devlin, Human Resource Manager**  
email: [connie@hospicesimcoe.ca](mailto:connie@hospicesimcoe.ca)

*We thank all applicants, however, only those invited for an interview will be contacted*

Hospice Simcoe is an affirming organization supporting the Ontario Human Rights Code which states that every person has a right to equal treatment with respect to employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.