



312 Main Community Co-op – Project Overview

Our Mission & Vision

We are building a Global Centre for Social and Economic Innovation, located at the corner of Main and Cordova. 312 Main is about to become home to a dynamic community of entrepreneurs, artists and organizations committed to economic and social democracy, empowering one another – and the DTES – to thrive. Collectively, we will break down barriers. A creative union will emerge out of the diverse mix of members and interests. Our members will value collaboration over competition, working toward ambitious and measurable social and economic impact. The space will be admired as a symbol of excellence and of transformative and restorative change in the DTES community and around the world.

Project Core Values:

Dynamic and inclusive community space

We are creating an inspiring, tolerant and accessible environment where all members and visitors feel welcome and challenged to engage in the work at hand. Membership will be open and voluntary; everyone will be welcome. We will also create low barrier space for the low-income community.

Diversity, our strength

We aim for a diverse range of age, socioeconomic status, experience, gender, language and culture represented within the community. We welcome members and participants from a wide variety of industries, educational and cultural backgrounds. We encourage a mix of new and established organizations. We invite both individuals and large teams to collaborate.

The path to achieving our vision requires us to create a space that enables:

Systemic change

Growth opportunities

Achievement

Community impact

Reconciliation

An entrepreneurial ecosystem

Collaboration and sharing

Democratic engagement

This project also subscribes to the internationally recognized Core Values of Coworking:

Community – community building, organizing, animating, and impact

Collaboration – collaboration over competition, working together to achieve great things

Openness – sharing best practices, sharing personal experiences, welcoming others

Accessibility – physical and financial accessibility for all members

Sustainability – environmental and financial sustainability



312 Main Community Co-op – Facilities Manager

Role title: Facilities Manager

Salary: \$65K to \$80K/year, based on experience

Role Overview

This position is responsible for the physical operations of 312 Main (a heritage building of 105,000 square feet) to provide the highest level of service possible and at a BOMA Class B standard.

They will provide direction for and implement the maintenance program, the preventative maintenance program and various projects in order to ensure preservation and upkeep of the building and equipment.

Key Accountabilities

Plan and schedule regular building maintenance to assigned zone in order to meet business needs.

Review and monitor the existing preventative maintenance and energy conservation activities to make recommendations for improvements and/or for the creation of new preventative maintenance activities.

Provide technical advice in order to optimize the ability to carry out preventative maintenance activities.

Key Duties:

- Perform and/or oversee all HVAC, mechanical, electrical, plumbing and mechanical maintenance and repairs in accordance with professional standards.
- Inspect mechanical equipment, electrical installation and fire safety equipment and control panels to ensure proper operation.
- Inform trade contacts immediately of any urgent items in need of repair.
- Become familiar with and utilize web-based work order and preventative maintenance system to record, update, complete, and close out work requests.
- Respond to assigned work requests and preventative maintenance work orders quickly and efficiently as they are assigned.
- Make rounds and record status of equipment on a daily, weekly, monthly, quarterly, semi-annual, and annual basis, as assigned.
- Maintain good communications with all staff regarding status of their work requests
- Maintain a clean and safe work environment.
- Work with and oversee contractors and vendors as assigned.

- Work with engineers, facilities staff, and contractors to help maintain a comfortable, professional working environment.
- Respond to all company employees, contractors, and coworkers in a courteous and professional manner at all times.
- Be aware of and practice general safety procedures.
- Respond to emergency situations (24/7) and perform tasks necessary for well-being and protection of property and occupants.
- Participate in the implementation of Building Energy Management projects.
- Miscellaneous maintenance duties as required.
- Ability to work flexible shifts, evenings and weekends.
- Be on call after hours.

Qualifications:

Education and experience:

- High School graduation and completion of a technical school degree such as BOMA SMA certificate or 5th class refrigeration ticket.
- Minimum 3 years operating engineer and/or related experience.

Technical Competencies:

- Good working knowledge of life safety system, HVAC systems, boilers, pumps and plumbing, electrical, and DDC controls.
- Valid unencumbered drivers license.
- Ability to use a variety of specialized tools and equipment.
- Good written and verbal communication skills.
- Good ability to utilize relevant computer software including e-mail, word processing and spreadsheet applications.
- The ability to read and understand blueprints.
- Knowledge of WHMIS and WCB guidelines.
- Excellent work ethics, integrity, and sense of humor.
- Ability to interact with employees, maintenance staff, management, and vendors in a professional manner at all times.
- Person with pride in quality and quantity of work.

Assets

- Knowledge of local independent businesses, entrepreneurs, coworking locations, and service providers
- Connection to the local community and neighbourhood
- Knowledge of the local entrepreneurship / coworking community

312 Main Community Co-op embraces an inclusive work environment that is reflective of the communities it serves. We work proactively to be fair and equitable in practice. Diversity, accessibility and flexibility are upheld. We value and consider life experience as an integral qualification for employment. This means you – as you are.

Please submit your resume in PDF format via email to info@312Main.ca before 5:00PM on January 25th, 2018. Candidates invited to participate in an interview will be notified on February 1st, 2018. Interviews will take place February 5, 2018.