

Facilities & Maintenance Manager (FT)

The Kootenay Co-op is looking for a **full-time Facilities & Maintenance Manager** to join the **Facilities** Team! The successful candidate will be responsible for the overall management, maintenance, safety, and efficient and effective performance of the Kootenay Co-op's buildings, systems, equipment, and physical assets. This role ensures facilities are safe, compliant with code and WorkSafe BC, reliable, and well-maintained, and supports an outstanding customer and employee experience. The Facilities & Maintenance Manager manages the custodial staff and the facilities budget, oversees contractor relationships, capital projects, long-term asset management strategies, and the development and implementation of preventive maintenance programs. The following position is for **40 hours per week. Flexible schedule including evenings, weekends, holidays, and on-call as required.**

SKILLS + QUALIFICATIONS

Required:

- Minimum 5 years' experience in facilities and/or maintenance management.
- Experience developing preventative maintenance schedules, process documentation, and operation + maintenance manuals.
- Strong knowledge of building systems (HVAC, electrical, plumbing).
- Understanding of occupational health and safety regulations and compliance requirements.
- Experience within grocery, retail, food processing, hospitality, or commercial facilities environments.
- Experience with project management, managing budgets and capital expenditures.
- Excellent communication and leadership skills.
- Ability to work under pressure and manage multiple priorities effectively.
- Strong problem-solving skills with the ability to respond quickly to unexpected issues.
- Valid driver's license.
- Ability to lift up to 50 lbs. and work in varied physical conditions.
- Proficiency with Microsoft Office applications.

Preferred:

- Experience managing refrigeration systems and food retail facilities.
- Carpentry and/or general maintenance and repair skills.
- Strong negotiation and vendor management capabilities.
- Technical skills in mechanical systems and building automation.

DUTIES + RESPONSIBILITIES

Facilities + Equipment Operations

- Oversee the maintenance, repair, and operation of the building and all facility systems, including HVAC, refrigeration, electrical, plumbing, lighting, compressors, security, fire protection, and building infrastructure ensuring timely service + functionality.

- Develop, implement, document, and manage a comprehensive preventative maintenance program for building, property, assets and equipment, ensuring equipment operates safely and efficiently while minimizing downtime.
- Manage waste and recycling programs, including overseeing waste management contracts. Manage and oversee cleaning and facility services and relevant contractors.
- Effectively prioritize facility maintenance requests and address them promptly to minimize operational disruptions. Coordinate with contractors and service providers to maintain critical systems.
- Proactively monitor HVAC and refrigeration performance to ensure food safety compliance and energy efficiency.
- Investigate and resolve equipment failures and implement corrective actions. Communicate and escalate potential issues promptly.
- Conduct scheduled inspections of facilities to identify maintenance needs and opportunities for improvement.
- Respond promptly to facility emergencies, including after-hours alarm call outs.
- Coordinate and communicate with residential strata on relevant building maintenance and service contracts.
- Maintain accurate records for equipment, procurement, and facilities procedures.
- Conduct basic maintenance; painting, sweeping, carpentry, etc.
- Ensure facilities are clean, safe, and operational for customers and employees.
- Maintain a clean, organized, safe, and professional work environment.
- Other duties as assigned.

Asset Management

- Develop, document, and implement long-term facility and asset management strategies.
- Maintain an accurate inventory of all major equipment, systems, and facility assets and develop replacement schedules and budgets as needed.
- Monitor asset performance and lifecycle costs to support replacement and investment decisions, including researching and sourcing new equipment for purchase.
- Ensure Co-op equipment and assets are properly maintained to maximize lifespan and operational reliability.

Safety, Compliance + Risk Management

- Ensure compliance with WorkSafe BC health and safety regulations, food safety standards, Co-op employee policies and procedures, environmental requirements, and applicable building codes. Actively monitor and support staff to uphold these standards.
- Conduct regular safety inspections, audits, and risk assessments.
- Implement best practices in asset management, preventative maintenance, and operational efficiency.
- Participate in the development and implementation of emergency response procedures and business continuity plans.
- Coordinate fire safety inspections, alarm testing, and emergency preparedness initiatives.
- Investigate incidents related to facilities, maintenance, or equipment and implement corrective actions.
- Ensure contractor compliance with safety standards and company policies.

- Provide PPE, hazard awareness, and represent the department on the Joint Health and Safety Committee.
- Ensure customers adhere to rules of Co-op parking, ensuring a safe and hazard free parking lot.

Vendor + Contractor Management

- Establish and maintain strong relationships with maintenance contractors, service providers, utilities, and suppliers.
- Source, negotiate, and manage service agreements and maintenance contracts. Make recommendations to ensure value and operational alignment.
- Evaluate vendor performance based on service quality, responsiveness, safety, invoice accuracy, and cost-effectiveness.
- Manage and oversee waste, recycling, and facility service contracts.
- Manage contractor activities on-site and ensure work is completed according to specifications and safety requirements.

Finance + Project Management

- Develop and manage maintenance and facilities budgets.
- Monitor expenditures and identify opportunities to control costs without compromising service levels or safety.
- Lead facility improvement projects, renovations, and equipment replacement initiatives.
- Develop annual and multi-year capital plans for facility and equipment investments.
- Develop long-term facility and maintenance strategies aligned with organizational goals.
- Prepare project budgets, schedules, and business cases.
- Coordinate and oversee all facility projects, minimizing disruption to store operations and ensuring project completion on time and within budget.
- Support store expansions, remodels, and business development projects as required.

People Management

- Hire, train, and supervise department staff; ensure tools, and resources are up-to-date and available to staff.
- Ensure employees receive adequate orientation, safety and on-the-job training.
- Develop and maintain facility policies and procedures.
- Conduct regular meetings, performance evaluations, and corrective actions as needed.
- Approve payroll, maintain accurate schedules and time records, and foster open communication and problem-solving.
- Promote a positive culture of safety, service excellence, accountability, and teamwork.
- Provide technical guidance and support to staff and store leadership teams regarding facilities and maintenance matters.

Policies + Procedures

- Champion a cooperative communication model that reflects the Co-op's values.
- Promote effective use of internal communication channels.

- Communicate operational requirements and facility related changes store wide.
- Participate in manager meetings, financial reviews, and strategic planning.

WHY WORK AT THE KOOTENAY CO-OP?

Employees of the Co-op are truly unique. Our friendly, talented staff have created a culture of inclusiveness + teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health + dental benefits, RRSP contributions, and competitive wages. We value work-life balance, continuous improvement, and maintaining a friendly work environment where each staff member can get involved in making the Co-op a great place to shop & work.

Salary: \$70,000-\$95,000/ year depending on experience

This position is for **40 hours** per week. **Flexible schedule including evenings, weekends, holidays, and on-call as required.**