

JOB DESCRIPTION

JOB TITLE	Facilities Coordinator
MINISTRY/DEPARTMENT	Operations and Administration
REPORTS TO	Facilities Manager
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Facilities Coordinator plays a key role in supporting the Facilities Manager in the oversight and day to day operations of MNBC's regional offices and other leased properties across British Columbia. This role ensures safe, efficient and culturally respectful operation by coordinating maintenance, vendor services, inspections and space planning activities. The role works in close alignment with the Property Coordinator(s) to ensure consistent processes and service delivery across MNBC's property and facility portfolios. The Facilities Coordinator is hands on, operational role that involves vendor coordination, health and safety compliance and tracking of facility related projects to support the smooth operation of MNBC's locations.

LOCATION

Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

OPERATIONS & MAINTENANCE

- Coordinates maintenance and repair requests to ensure timely resolution across all MNBC offices.
- Supports in the planning and execution of facility projects such as renovations, relocations, and upgrades.
- Conducts regular inspections to confirm compliance with health, safety, and operational standards.
- Tracks and monitors preventative maintenance schedules, ensuring vendor performance and compliance.
- Coordinates office furniture and equipment repairs or replacements, working with vendors and administrative staff for procurement processing.
- Develops and maintains inventory records, service history and preventative maintenance plans.
- Manages storage for all MNBC locations, including space allocations, organization, and maintenance.

CONTRACTOR & VENDOR MANAGEMENT

- Acts as primary point of contact for vendors, trades, and contractors, coordinating schedules, site access, and work completion.
- Assists in preparing scopes of work, collecting quotes, and submitting recommendations to the Facilities Manager.
- Monitors service delivery for quality, cost-effectiveness, and compliance with MNBC standards.
- Coordinates custodial, security, and maintenance services
- Coordinates with administration on the organization and maintenance of external accounts such as TELUS, Hydro etc.

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HEALTH SAFETY & EMERGENCY PREPAREDNESS

- Serves as an Operations representative for occupational health and safety initiatives.
- Serves as a Deputy Fire Warden for HQ evacuation and drills.
- Ensures all MNBC offices maintain current emergency plans and coordinates biannual safety audits and emergency drills
- Ensures all OHS communication boards are up to date and organized.
- Ensures all First Aid equipment and fire safety equipment are tracked and WorkSafeBC compliant.
- Conducts ergonomic and workplace safety assessments.
- Supports the management of facility access systems (cards, keys, parking allocations) with administrative support for processing and record keeping.
- Conducts and coordinates monthly safety walk-throughs at all MNBC offices.

SPACE PLANNING & ACCOMODATION

- Collaborates with the Facilities Manager on space planning, workplace design, branding, and staff accommodation needs.
- Supports office moves and reconfigurations, ensuring minimal disruption.
- Provides input into operational readiness for new or renovated spaces.
- Manages the organization and maintenance of MNBCs desk booking application, including employee onboarding and reports.
- Leads the organization and completion of office-related requests (loading bays, amenity requests and after-hours access)
- Provides timely and accurate information to support internal communications, ensuring updates are clear, consistent, and aligned with departmental priorities
- Conducts bi-annual site visits to ensure standards of safety, compliance and space utilization.
- Partners with IMIT, on technology and infrastructure projects ensuring system integration and compliance standards
- Supports the Facilities Manager with all leasing related responsibilities.

REPORTING & POLICY ALIGNMENT

- Prepares reports and presentations on departmental activities aligned with department goals and annual plans
- Provides status updates, inspection findings, and project progress reports to the Facilities Manager.
- Work collaboratively with the Property Coordinator(s) to ensure aligned practices and reporting across MNBC's facilities and mixed-use properties.
- Supports the development and implementation of facility-related policies, standard operating procedures, and guidelines.
- Monitors office closures, ensures information is provided to all stakeholders and ensures safety and security protocols are followed.



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OTHER

- Contributes as a member of the Operations team, providing support where needed to ensure operational efficiency.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of regular business hours.

Supervision Given

None

QUALIFICATIONS

- Diploma in Facilities Management, Project Management, Operations or a related field, from a recognized, post-secondary institution.
- Minimum five (5) years of experience in facilities/property coordination or a related field.
- A combination of education, relevant experience and training will be considered.
- Experience coordinating contractors, inspections, and compliance requirements.
- Knowledge of building systems, health and safety requirements, and facility management best practices.
- Proven ability to manage multiple projects in a fast-paced environment with competing deadlines.
- Excellent communication, interpersonal and conflict resolution skills
- Detail-oriented with a commitment to accuracy and quality
- Proficiency with Office 365 and familiarity with facilities or work order management software.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.



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MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.