



**Ronald McDonald
House Charities®**
Alberta

Facilities Supervisor

Ronald McDonald House Charities® Alberta (RMHCA) is passionate about providing a home away from home for families with seriously ill or injured children who must travel for medical care.

We know that a family with a sick child is a sick family. Our Ronald McDonald Houses provide a warm, compassionate and comfortable environment where families can share experiences, receive respite and distraction, eat a warm homemade meal and rest, all while caring for their child at the hospital next door.

RMHCA is part of a global network of Houses, Family Rooms, Care Mobiles and Comfort Carts prioritizing family-centered care through delivery of our unique core programs. RMHCA operates four Houses offering 87 private family suites, and three Comfort Carts that deliver bedside services in hospital.

We're currently engaged in a multi-year, \$80M capital campaign to reduce the service gap by tripling our capacity in Calgary and Edmonton. Construction on an expanded facility in Calgary is currently underway and scheduled for completion in 2025.

Your Role

Do you possess a diverse skill set in the world of facility management? Have you wanted a career that makes a lasting impact on the community? Whether you are embarking on your journey or furthering your expertise in the dynamic field of facilities, RMHC Alberta welcomes your talents! As the Facilities Supervisor, you will ensure smooth operations in every aspect of the commercial building that supports families in calling RMHC Alberta a home away from home.

The Facilities Supervisor oversees the day-to-day facility needs for the Edmonton Ronald McDonald House, and lends their support and expertise across the province when necessary. The Facilities Supervisor role focuses on ensuring the health and safety to all individuals who visit, stay and/or work in the House.

Your Key Responsibilities

- Work with the General Manager to create, oversee and ensure fiscal responsibility to the approved budget.
- Ensure compliance and fiscal management of contracts.
- Ensure compliance to House specific Occupational Health and Safety (OHS) requirements and as per OHS legislation.
- Develop and maintain, in conjunction with the General Manager, an annual preventative maintenance schedule.
- Manage environmental sustainability plan including but not limited to recycling and waste management.
- Adhere to the Ronald McDonald House Global Building Guidelines as well as ensuring architectural design specifications are carried out during House layout and renovation changes.
- Project manage adhoc jobs to time, quality and cost with minimal disruption to family & house events.
- Efficiently complete basic building maintenance tasks, repairs and required installation/replacement.
- Performs cost-benefit analysis, for maintenance purchase and/or repairs.
- Collaborate with General Manager to create department annual budget, identifying and prioritized needs.
- Ensure all maintenance work is completed in a timely manner.
- Oversight of contractors in the House.



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- Oversee the contractor for snow removal, perform light snow removal and ensure de-icing is done.
- Be on-call, as required.
- Leadership of Facilities Support/Housekeeping staff and volunteers, and overnight security.

Required Qualifications

- Post-Secondary education in related field, e.g. facilities, would be an asset.
- 2+ years' experience in facilities maintenance (office, light industrial, hotel, etc.).
- 2+ years' of proven leadership experience.
- Proven experience with Microsoft Office products including database management.
- Strong communication skills, verbal and written.
- Strong organizational skills.
- Valid WMHIS Certificate an asset.
- Physically able to complete basic building maintenance tasks, able to lift, push, or pull 40 lbs.
- Knowledge of building safety regulations and codes.
- Demonstrated ability controlling costs, service optimization and sustainability.
- Possess leadership skills to lead and delegate tasks in a way that empowers staff and volunteers.
- Organization skills to handle multiple projects simultaneously.
- Must have a valid Class 5 Drivers License, with clean abstract.
- Must provide a clear criminal record check including a vulnerable persons check.

Nice to Haves

- Post-Secondary education in related field, e.g. facilities
- Valid WMHIS Certificate

What we Offer

- Competitive compensation
- Comprehensive benefits plan
- Employee Assistance Program
- Professional development opportunities
- Social events
- Vacation & personal days
- RRSP matching program
- Opportunity to participate in various committees
- A culture built on our values of passionate, excellence, entrepreneurial, relentless, people-first

RMHCA is proud to be recognized as a 2022 Canadian Nonprofit Employer of Choice. We employ 87 people and hundreds of volunteers.

Diversity, equity, inclusion, and cultural safety are guiding principles at RMHC Alberta. We recognize the ongoing need to ensure DEI is reflected in our day-to-day activities; to champion continuous learning for staff, volunteers and the board; to create policies and practices that support DEI; and to find ways to measure our progress and continually improve. If you require accommodation, please advise us during the recruitment process.

We thank all candidates who apply; however, only those selected for interview will be contacted.

To apply send your resume and cover letter to HR@rmhcalberta.org stating reference # FS-03-24-RMHC