

Beulah Alliance Church

Job Posting: Building Manager (Permanent @ 40hrs/wk)



This position is responsible to manage the day-to-day operations of the West Campus building. This includes security, care and general maintenance of the building and grounds.

In this role you will:

Day-to-day Operations

- Oversee building maintenance including cleaning, HVAC system maintenance, fire prevention system, security of building and people safety.
- Oversee grounds maintenance including cleaning, waste disposal, and snow clearing.
- Track costs and manage the budget for the building.
- Schedule and communicate with contractors and inspectors.
- Plan all maintenance work and coordinate with contractors and volunteers.
- Oversee building security and emergency procedures.
- Identify the budgetary needs for maintaining facilities and equipment.
- Review invoices from contractors and service providers and maintain records.
- Manage external rentals, coordinate bookings and ensure smooth interactions with renters and stakeholders.

Property & Parking Lot Management

- Oversee external contracts that contribute to maintaining the property in good condition.
- Ensure facility and equipment are optimally maintained by obtaining technical expertise as needed.
- Oversee all assets and equipment with awareness to future needs.
- Develop and implement a preventive maintenance program.
- Support all safety management systems and promote a safety culture including orientating and training staff.
- Assist in project management responsibilities for building renovations including participation in the design, construction management and commissioning.

Leadership

- Recruit, train and mobilize volunteers within ministry area.
- Lead and develop facility volunteer teams to maintain the building and grounds.
- Responsible for leading a custodial team by setting clear expectations on workload, quality, and schedules.
- Communicate effectively with appropriate staff and maintenance personnel.

What you'll need to thrive in this role:

- Aligned with Beulah's vision to awaken greater Edmonton to King Jesus.
- Able to develop good working relationships with a wide range of people, and excellent communication skills.
- Strong organizational skills and exceptional problem solving skills.
- Able to manage a varied and complex workload.
- Able to exercise good judgment, show initiative and be proactive.
- Effective leadership skills, with ability to motivate others.
- Strong attention to detail, sound analytical thinking, planning, prioritization and execution skills.
- Able to trouble shoot, identify and resolve issues in a timely manner.
- Building trades certification is preferred.
- 5 – 10 years experience managing buildings, people, projects and/or facilities.
- Proficient in Microsoft Office Suite; competency in other relevant technical software.
- Can lift heavy objects and do other labor-intensive tasks.
- Valid driver's license and access to a reliable vehicle are required for this position.

Desired Start Date: Specific date to be determined with the successful candidate.

Job Details:

Job Type: permanent

Hours: 40hrs/week

Think you're a great fit for this job? If you believe that God may be calling you to this position please submit your resume and cover letter to hr@beulah.ca. No phone calls please. We thank all applicants for their interest; however, only candidates under consideration will be contacted.