



EMPLOYMENT OPPORTUNITY

Full-time Maintenance Manager - Victoria, BC

Who We Are

M'akola Housing Society (MHS) is an Aboriginal housing provider committed to supporting vibrant, diverse communities in British Columbia for over 30 years. Our portfolio spans the entire province and involves property management, asset management and assisted living.

We have an energetic, driven team. Each member brings a unique spirit and skillset, and together we are committed to delivering high-quality service to our tenants and their communities. We strive to create a welcoming and supportive environment where all team members take personal accountability for their work, have a passion for excellence, and are encouraged to achieve their full potential.

Who You Are

Analytical, accurate and well-organized, you are adept at working effectively under pressure, multi-tasking and managing shifting priorities. You are a detail-oriented individual who considers themselves a self-starter. You are an independent, proactive problem-solver that adapts quickly to new ideas and new projects. You value working in a cooperative, pro-active and solutions-focused environment as part of a team and as an individual.

Why Choose Us

Our organization recognizes the following benefits for eligible positions:

- Growth opportunities – we are invested in you and your career trajectory
- Paid vacation (plus Christmas leave) and paid sick leave
- Municipal Pension Plan (MPP)
- Extended health benefits, including prescription coverage and dental, among others
- Employee Assistance Program (counselling for employees and family members)
- Newly-built, modern office with ergonomic workspace
- Located close to the Galloping Goose and on a major bus route

Job Summary

This **newly created position** as Maintenance Manager is responsible for the preservation and ongoing maintenance planning for the provincial portfolio. The Maintenance Manager establishes service contracts, coordinates repair projects to ensure timely and quality completion, and performs quarterly site inspections. The Maintenance Manager is a team player with a co-operative approach to achieving goals and objectives while maintaining a strong, constructive, and supportive working relationship with staff, vendors and community agencies.

Travel will be required at minimum 20% of the time.

Education and Experience

- Technical knowledge of building mechanics, plumbing, electrical, HVAC, carpentry etc based on 5+ years' experience with an appropriate diploma or certificate.
- Working knowledge as a Journeyman an asset.
- Have asset management experience of building components, systems and various trades
- Strong knowledge and understanding of the applicable codes, including Building Codes, Plumbing Codes, and Fire Code
- Good computer skills and be able to write and analyze reports.
- Be able to coordinate many activities simultaneously and track the progress on all of the activities.
- Have leadership experience with the ability to plan and facilitate training refreshers for Caretakers and site staff
- May be required to give presentations to other agencies and/or at conferences
- Be able to estimate and cost-out materials, labour and other expenses for projects
- Be able to budget all activities within the maintenance department
- Have valid class 5 driver's license
- Experience working in and with Aboriginal organizations.

Principal Accountabilities

The Maintenance Manager is responsible for ensuring the proper maintenance of the provincial portfolio including fire safety, cyclical servicing and emergency response (i.e. flood, fire). Some administrative tasks will also fall under the responsibilities of this position.

Specific duties include, but are not limited to:

- Maintaining a database of provincial tasks and follow-ups (i.e, spreadsheets)
- Review invoices and payments to identify and problem-solve issues
- Perform quarterly site inspections to identify work required and track action items
- Generates reports and provides recommendations based on trends and patterns
- Facilitates annual insurance renewals and oversees insurance claims
- Sets up new vendor accounts and manages the approved vendor list
- Ensures compliance with WorkSafeBC requirements
- General administrative duties as related to this role
- As a maintenance and facilities management subject matter expert, participates in training and development for Caretakers, as requested
- Participate in the implementation of preventive maintenance planning for sites and buildings
- Participates in annual maintenance and capital planning
- Assists the Director of Asset Management with planning and project oversight of capital projects
- Working closely with site and property managers plans and administers the maintenance program through prioritizing and scheduling necessary maintenance, both demand and preventive
- Manages the maintenance management database including closely monitoring health and safety items



Knowledge, Skills and Abilities

- Ability to document and maintain records
- Ability to take a big picture perspective while having an eye for detail
- A can-do attitude with a strong work ethic and high professional standards
- Demonstrated aptitude in dealing with private and confidential information; uses diplomacy and tact in all interactions
- Ability to develop and maintain databases
- Knowledge of project budgets and ability to manage monthly costs; this includes liaising with vendors and contractors

ANTICIPATED START: September 11, 2017

Please submit your resume and cover letter to humanresources@makola.bc.ca

In subject line indicate: Maintenance Manager and your name

Closing Date: August 16, 2017 @ midnight

Only those selected for interviews

For statistical purposes please indicate where you saw this job posting i.e. job site, email etc.