



Building Supervisor

Full-Time (40 hours per week)

Accessible Housing opens doors to homes that are accessible and affordable for people with limited mobility. Through providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

Program Description

The Building Supervisor will enhance the dignity and quality of life for each resident by supporting holistic wellness and an interdependent community. Reporting to the Director of Operations, the Building Supervisor is responsible for implementing and overseeing maintenance programs and initiatives to ensure a safe, efficient, and secure environment for Inclusio's residents, staff, and visitors. This position effectively manages an assigned janitorial team that is responsible for the overall maintenance, servicing and repairs required to ensure Inclusio, including the equipment, furnishings, fixtures and the surrounding grounds are in excellent condition.

Duties and Responsibilities

- Schedule repairs and ongoing building maintenance
- Oversee the routine, preventative, after hour and emergency maintenance of Inclusio, including small repairs
- Supervise janitorial staff
- Liaise with general contractors
- Apply leadership principles and knowledge of maintenance processes, procedures and best practices to ensure that the assigned team meets or exceeds Accessible Housing's quality standards and key performance indicators
- Drive team and vendor compliance with all regulatory, occupational health and safety and organizational requirements as they pertain to maintenance duties
- Leverage expertise to support the Director of Operations with continuous improvement efforts and revisions to maintenance programs, initiatives and budgets
- Collaborate with Director of Operations and serve as leader for routine maintenance projects (define and manage scope of work, budgets and timelines)
- Coordinate with Program Administrator to ensure proper inventory, asset and warranty management
- Create and authorize purchase orders in accordance with Accessible Housing's signing authority
- Support site team and serve as a point of escalation for unresolved maintenance issues and after hour support for team
- Establish and revise team work routes and reassign work orders as required to maintain an even workload and uphold timely completion of tasks
- Communicate with cross-departmental staff and residents on outstanding work orders as required

- Performs site inspections at regular intervals
- Track yearly maintenance jobs and tasks
- Conduct team yearly reviews and oversee performance management
- Participate in the regular evaluation of vendor performance with the Director of Operations and team
- Provide reports to the Director of Operations on maintenance processes and procedures
- Provide team with technical expertise, maintenance requirements and feedback
- Collaborate with Director of Operations and team to evaluate, revise, and implement onboarding processes, training procedures and mentoring programs to ensure continued effectiveness and relevancy
- Chair of regularly scheduled general maintenance meetings
- Promote team environment and conduct teambuilding activities
- Maintain ongoing communication and a strong working relationship with Inclusio colleagues and management team
- Actively participate in other relevant departmental duties as required

Qualifications

- Technical trade and/or its equivalent with a minimum combination of 5+ years of maintenance or building trades experience
- 3-5 years of experience supervising a team (preferably in a maintenance department)
- Building Operator A or B and/or Class 4 or 5 Boilers certificate (or be willing to obtain)
- Supervisory courses or certificate an asset
- Extensive knowledge of building operating systems such as boilers, HVAC, Life Safety Systems and the building trades
- Strong computer literacy, including Microsoft Office Suite (Word, Excel, Outlook) and Maintenance IT Systems (CMMS)
- Familiarity with HVAC Controls and BMS systems for buildings of varying ages
- Ability to read and comprehend blueprints and or technical drawings an asset
- Excellent planning, organizational and communication skills with the ability to develop strong working relationships with internal and external stakeholders

Working Conditions

- Responding to emergency situations, rotational after hour support to team and carrying a cell phone will be required
- Regular travel to Inclusio site will be required
- Working under somewhat stressful situations may be required
- Heavy lifting may be required
- Working outdoors in inclement weather may be required

Physical Requirements

This position may require moving of furniture, and some light lifting, up to 50lbs

Application Information

If you are looking for a rewarding career at a growing organization, please apply with your resume and cover letter and cite **Competition Building Supervisor Inclusio**. Applications can be sent to marsha@accessiblehousing.ca

Only those selected for an interview will be contacted.

Closing Date for Applications: Until a suitable candidate is found.

Accessible Housing employees enjoy competitive compensation, extended health and dental benefits, a matching RRSP after one year of service, an accelerated schedule for earning additional vacation days, your birthday off, and a flexible work environment.