



Job Posting

Position: Maintenance Manager

Department: Operations & Facilities/ Property Management.

Status: Full Time, Permanent

Position Summary: The Maintenance Manager will serve as part of the Operations and Facilities team will report directly to the Management of Operations & Facilities. The individual will be responsible for leading maintenance and up keep systems for all SM buildings, grounds and equipment. The Maintenance Manager will also be responsible for maintaining electrical, plumbing, mechanical and related systems. The incumbent will be overseeing the continuous improvement of the maintenance process and executing long-term strategic plans. The position will require an experienced Maintenance technician with extensive knowledge and skillset to perform repairs and preventative maintenance to ensure that the various buildings are functioning optimally.

Duties & Responsibilities:

- Manages the maintenance team, performing facilities/property related maintenance tasks, and reports to the Property Manager and Director of Operations & Facilities.
- Schedule, train, supervise and motivate employees in the maintenance Department.
- Ability to commute to the various locations of the organisation and assist as needed and directed.
- Available on call for any emergency requests and needs.
- Develop and maintain preventative maintenance program for all mechanical and support equipment.
- Recommend, design prepare cost justification, manage vendor selection process, purchase, and supervise installation of all building (and related mechanicals systems), ensuring safe, timely and cost-effective installation.
- Maintain knowledge of latest codes and regulations involving equipment, facilities, and shelter requirements, conversant with building regulations for the various facilities
- Ensure all maintenance work operations are done in accordance with OSHA guidelines.
- Ensure proactive maintenance procedures are cost effective, including machines, building, mechanical systems, properties and other structures.
- Forecast, budget, order, price negotiation for parts and inventory, inventory control.
- Coordinate work performed by outside vendors, comparing contractors and settling contracts.
- Adhere and ensure all Health & Safety protocols are followed by fostering a safe work environment; ensure all government regulations and policies are in compliance for all equipment and on all projects.

- Be a member of the committee; Works closely with the JHSC ensuring safety compliance, audit and quick resolution of all identified issues/needs.
- Draft and maintain maintenance reports.
- Aid the Property Management team in maintaining the high standard of hospitality and effectiveness of the various property and facilities, as a place meant to minister the community, guests, and staff.
- Perform general maintenance/repair/renovations to all buildings, structures etc. As directed.
- Perform carpentry, painting, mechanical and basic plumbing maintenance, repairs to furniture, basic appliance repairs, repairing drywall, disassembling, and reassembling equipment, replacing light bulbs and fixtures.
- Operate a wide variety of hand tools, power tools and machinery as needed to perform assigned tasks.
- Carry out outdoor tasks such as gardening and landscaping.
- Assist in transporting equipment, furniture, and supplies and to visit the various sites, as needed.
- Assist tradespeople with electrical, plumbing and HVAC repairs.
- Perform regular preventative maintenance checks on tools, machinery and equipment as needed.
- Assist in maintaining and monitoring septic, water, fire, electrical, chemical and propane systems and supplies.

Qualifications:

- University or College degree in Mechanical, Industrial or Chemical Engineering or minimum of 8 years related experience.
- Proven mechanical aptitude and understanding of building (and related mechanical systems), preparation, processing and packaging equipment.
- Competency in various trades like plumbing, carpentry, construction/renovations and mechanics.
- Good written and oral communication skills and the ability to develop solid internal and external relationships.
- Working knowledge of building management/maintenance routines, Ontario Fire Code, Ontario Building Code and able to ensure that Occupational Health and Safety, WHMIS and other relevant standards and legal requirements are met.
- Proven ability to work in a fast-paced environment, receive instructions and complete tasks as directed.
- Knowledge of tenant population, diversity issues, anti-discrimination practices and systemic reasons for homelessness
- Necessary physical strength to complete maintenance tasks and repairs i.e. safely lift and carry up to 50 pounds
- Desire and ability to interact and work in a Christian community setting.
- Adept with technical resources and computerized applications such as Excel, Word, Email etc
- Proven ability to maintain confidentiality, as well as personal and professional integrity in matters of relationship, programs and solid work ethic.
- Strong sense of accountability and ability to work independently without supervision.

- Team experience that creates and maintains a positive environment with fellow colleagues.
 - Comfortable with flexibility in daily, weekly and seasonal routines; including occasional evening and weekend work.
 - Comfortable in a work environment that is occasionally outdoors with exposure to varying temperatures.
 - Committed to safety, integrity and reliability.
 - A high degree of initiative, self-motivation, trouble shooting skills, and attention to detail.
 - Able to execute maintenance assignments in an efficient and timely manner.
 - Occupational Health & Safety, Environmental Health policies and practices is required.
 - Be willing to receive additional training and other certifications as needed (all necessary training will be provided)
 - Certificates in First Aid, CPR, Crisis Prevention and Intervention an asset
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A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Interested applicants are invited to apply with a copy letter and resume:
careers@scottmission.com

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. **Employment is conditional to results of Police Reference Check and satisfactory reference.**