



## **ASSISTANT MANAGER, MAINTENANCE**

### **POSITION OVERVIEW:**

Reporting to the Manager Maintenance/Operations the Assistant Manager, Maintenance is responsible for the planning and overseeing the work of maintenance employees to ensure safe and efficient operations of all Wood Buffalo Housing properties.

### **RESPONSIBILITIES:**

- Models safety standards and maintains an environment always focused on safety.
- Leads, trains, and supports maintenance team members as needed to develop individuals' skills and expand team capabilities.
- Coordinate and oversee the scheduling of emergency and regular repairs, and suite turnovers.
- Assign and adjust tasks to ensure schedules are maintained and deadlines are met, especially as it relates to move-in dates.
- Handles multiple projects and daily activities, meeting deadlines, and developing plans on how to accomplish departmental and distribution goals.
- Maintain positive working relationships with stakeholders, contractors, and vendors.
- Manages and monitor contractor and vendor performance.
- Seek out best pricing for materials and service within the procurement policy.
- Prepare scopes of work in order to release tenders for projects less than \$250,000.
- Manage and oversee the inventory levels, assignment, and purchasing.
- Responsible for the verification of suite turnover maintenance requirements.
- Maintain fire protection systems and building automation equipment.
- Coordinate regular maintenance and repairs of boilers, heating, and ventilation systems.
- Establish preventative maintenance programs and schedules and prepare improvement plans.
- Performing daily and weekly audits for cleanliness and work orders.
- Promote staff morale and workplace safety. Ensure team compliance with OH&S standards.
- Complete contractor evaluations and ensure performance targets are met.
- Consult with management on staff performance.
- Ensure building compliance with Crime Prevention through Environmental Design (CPTED).
- Develop and prepare reports on building and unit performance.
- Monitor work order history to prevent ongoing concerns or long-term liability.
- Assist with preparing the maintenance budget.
- Assist with forecasting future project needs and cost analysis.
- Work within the budgets established and identify any cost overruns.

- Update information in Yardi.
- Other duties as assigned.

### **QUALIFICATIONS/EXPERIENCE:**

- A University degree or Community College diploma in Business Administration, Property Management, Building Systems Engineering Technician or equivalent.
- Minimum 5 years' experience in operations including building automation systems and maintenance supervision.
- Previous experience managing or coordinating contractors and staff.
- Journeyman certificate in one or more trades would be an asset.
- Demonstrated ability to work both independently and as a team member and to make decisions in a complex environment.
- Demonstrated leadership and organizational/time management skills are essential to this position as well as good communication and interpersonal skills.
- Ability to work within a unionized environment.
- Proven ability to identify, evaluate, and develop new ideas with supportable results.
- Ability to respond quickly and appropriately in emergency situations.
- Exceptional computer skills, including MS Office (Word, Excel, Outlook), Yardi, as well as property management and building automation software and system diagnostic skills.
- Valid Class 5 driver's license with five years' driving experience and abstract acceptable to Employer, plus own vehicle.
- Must provide a criminal record check for review and acceptance.
- Must provide proof of vaccination for Covid-19.

### **WORKING CONDITIONS:**

- Normal office conditions.
- Ability to walk long distances.
- Ability to lift at least 50lbs.
- Ability to crouch, climb and enter confined spaces.
- Fast paced environment with multiple priorities.
- Evening and weekend hours as required.

### **HOW TO APPLY:**

Please email your cover letter and resume to Gina Walsh, HR Manager, [gina@wbhousing.ca](mailto:gina@wbhousing.ca).

**You can also drop off in person to:**

WBH Administration Office  
9915 Franklin Avenue, Suite 9011  
(Provincial Building)  
Fort McMurray, AB T9H2K4