

**Job Title:** Building Maintenance Manager

**Program:** Housing Services - Castlegar

**Reports to:** Property Manager

**Hours:** Casual/On-call

**Closing Date:** Open until filled

**JOB SUMMARY:** Responsible for managing building maintenance and allocated resources at assigned Association housing sites in Castlegar. This role includes: managing of contractors; overseeing, implementing, evaluating, and conducting maintenance services; reviewing and formulating procedure; preparing reports, and ensuring budget compliance.

#### **QUALIFICATIONS:**

- Completion of industry training in a relevant trade certification (skill sets relative to building maintenance management; planning and organizing; human resources; analytical thinking; effective communications; and budgetary planning).
- Three to five years progressively more responsible maintenance management experience with an in-depth working knowledge of specific building maintenance, applicable legislation and building codes; and an understanding of tenant relations and related issues.
- Excellent oral, written, facilitation and interpersonal communications skills.
- Demonstrated teamwork and leadership in construction industry.
- Well-developed planning, organizing, controlling and administrative skills.
- Ability to function independently, and frequently under pressure, while managing stressful situations is an on-going expectation. Participation at meetings and other maintenance related circumstances may involve long work days, and or evening and weekend work.
- Current BC Driver's License

#### **KEY DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, controls and directs the provision of building maintenance for assigned Housing sites and projects. Ensures effective maintenance services delivery consistent with the Association's mandate and policy, legal, contractual, budgetary and other requirements.
- Participates as a member of the Housing Department team in developing long range capital planning, assessing and resolving maintenance issues.
- Develops and establishes standards and accountability control mechanisms for assigned maintenance services and long range development planning in accordance with goals established and approved by the Director of Housing Services.
- Implements budgetary resources necessary for building maintenance and for the successful implementation of assigned Agency acquisitions. Develops comprehensive plans and strategies to achieve identified housing maintenance objectives.
- Ensures compliance with regulatory authorities, building codes, and WCB regulations
- Provides training to maintenance staff
- Ensures that consistency, quality, and structure of maintenance systems are sustained at all assigned sites. Identifies problem situations and provides input into remedies that are intended to address specific

maintenance staff or contractors who may, from time to time, present issues and concerns. Collaboratively participates to resolve difficult or sensitive issues or problems.

- Prepares reports and maintains a current awareness of developments in building and maintenance industry.
- Performs other related duties as required

Applicants can submit resume and cover letter outlining qualifications to:  
[reception@cmhakootenays.org](mailto:reception@cmhakootenays.org) Subject: Building Maintenance Manager

CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted.