

JOB POSTING

Position: Maintenance Manager

Location: Shaughnessy Care Centre, Port Coquitlam, BC

If you're a caring individual and passionate about making a difference in the lives of the seniors we serve, then JOIN US and become part of our Team!

Under the direction of the Site Leader, the Maintenance Manager is responsible for the overall management of the building and grounds maintenance. The responsibilities of the position include:

- Implementing, completing, maintaining and improving the preventative maintenance program, ensuring that all required checks are executed, promptly logged and documented.
- Maintaining the building (includes all electrical and mechanical equipment, and fixtures) in a safe and operable condition.
- Maintaining the building envelope and overseeing the grounds; oversees site waste management program.
- Managing and executing on work orders, preventative maintenance and asset/equipment history using the Maintenance Care computer program.
- Painting of vacant suites and touch ups in common areas.
- Prioritizing items needing attention and repair.
- Obtaining written quotes for services from local trades, suppliers, contractors, etc.
- Working effectively with all trades, subcontractors and vendors.
- Performing all routine, scheduled and emergency building maintenance.
- Supporting the fire safety program for the home.
- Ensuring in the winter that sidewalks, patios and all exit areas are clear of ice and snow; shoveling/sanding and salting as required.
- Administering the maintenance and repair sections of the quality assurance program. Supports and participates in quality initiatives by providing input and suggestions for improvement, reporting feedback to the Site Leader.

Available to work Monday to Friday and on call evenings and weekends as required for emergencies.

Must Haves:

- Journeyman or similar level of certificate in a trade appropriate for building maintenance; Or relevant training and experience.
- Minimum 5 years experience.
- Ability to read and interpret building drawings and codes is preferred.
- Computer skills including working knowledge of MS office and building management software.
- Effective verbal and written English communication, organization and interpersonal skills is required.
- Strong problem solving abilities.
- Physical ability to carry out the duties of the position.
- All applicants must successfully pass the prescribed Vulnerable Sector Criminal Record Check and provide proof of vaccination for COVID-19.
- WHMIS training and Occupational Health and Safety Certifications are assets.

Please submit your resume and cover letter via email to: smaclennan@ppsl.com

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted.