Maintenance Manager

GEF Seniors Housing is the largest provider of affordable supportive living residences for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees, and the opportunity to positively contribute to our clients' quality of life.

Reporting to the Director of Facilities Management, the Maintenance Manager will be responsible for overseeing all aspects of facility maintenance for assigned facilities within GEF Seniors Housing Portfolios while maintaining compliance with GEF policies, procedures, applicable legislation and provincial standards. The Maintenance Manager acts as the primary consultant for maintenance issues and ensures that service is accessible, responsive, accurate, and consistent across all GEF Communities. The position is responsible for managing and monitoring the completion of work orders; developing and overseeing the implementation of the preventative maintenance program, and validating all service contract invoices. The position is also responsible for supervising and performance managing the maintenance team comprised of specialized trade technicians and site maintenance workers. The Maintenance Manage will provide oversight and guidance to the Facilities Management department for achieving operational efficiency through analyzing reports generated by CMMS (Computer Maintenance Management System) for manpower, consumables, work order completion time, and vendor management. In addition, the position is responsible for developing and monitoring maintenance budgets for assigned buildings, and collaborating with the Project Management team and other relevant stakeholders to support the implementation of projects at their assigned facilities and other GEF sites, as needed. The position participates in the implementation of GEF's comprehensive Health, Safety and Wellness Program initiatives to maintain a safe and healthy community for residents, tenants, staff and visitors, and support organization-wide initiatives.

Experience/Education Requirements:

- More than 8 years of practical experience and strong technical acumen of building controls like Kinetic, automatic controls, Johnson control Honeywell etc.
- HVAC- Boiler repair /commissioning experience with hands-on technical experience in building maintenance, boilers, chillers, Roof top units, & Make up air unit
- HVAC specialist certification is an asset
- Project Management Certificate is required
- Control in Refrigeration and Air Conditioning Industry with hands-on technical experience is required
- Mechanical or Electrical Bachelors Degree is required, Masters is an asset
- Appliance repair certificate is preferred
- Experience managing and supervising various trades such as plumbers, gas fitters, electricians, carpenters etc.
- Knowledge of Yardi Advance Maintenance Module is required
- Other Building system technologies or any Computerized Maintenance Management System (CMMS) is an asset
- Knowledge of the National Building Code of Canada, Access Control Systems, Building Automation systems such as Siemens, Honeywell, Johnson, Trane, etc.,

Other Requirements:

- Strong English communication skills, both written and verbal
- High level of building mechanical knowledge, complemented by a competent understanding of controls, electrical and fire systems as it relates to buildings
- Respected leader, good mentor and coach with a flexible and collaborative people-focused approach
- Superior interpersonal skills
- Strong problem solving and conflict resolution skills
- Strong customer service skills and the ability to interact with everyone in a respectful manner
- Ability to flex hours of work as needed
- Must have vehicle and valid driver's license and provide a copy of the driver's license upon request

Please send your resume quoting job posting number (A02) MM 5 by October 12, 2022 to:

Human Resources
GEF Seniors Housing
Email: jobs@gef.org

Internal applicants: Please advise your supervisor or manager of your intent to apply.

The successful applicant will be required to undergo a criminal records check and be fully vaccinated against Covid-19.

Seniors Housing
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