

The Scott Mission

Position: **Maintenance Manager**

Department: Capital Projects

Status: Full Time Permanent

Starting Date: ASAP

Work Location: 502 Spadina

POSITION SUMMARY:

The Maintenance Manager will be based at the 502 Spadina Ave facility and will report directly to the Capital Projects Director. The individual will be responsible for overseeing, leading and scheduling maintenance and remediation for all TSM buildings, grounds and equipment always adhering to relevant health and safety standards. The Maintenance Manager will also be responsible for maintaining electrical, plumbing, mechanical and related systems and cost effectively managing related outsourced third party contracts and suppliers. The incumbent is expected to lead this area with a proactive and continuous improvement approach balancing short term solutions with longer term value propositions. This role will also oversee and lead the housekeeping function and staff at all sites with proactive schedules, efficiency and cost effective approaches and solutions.

Duties & Responsibilities:

- Schedule, train, prioritize work, supervise and motivate maintenance and housekeeping staff
- Develop and maintain preventative maintenance programs for all mechanical and facilities and related support equipment
- Work closely with other staff to identify and initiate projects for implementation that will improve processes to achieve cost reduction
- Recommend, design, prepare cost justification, manage vendor selection process, purchase, and supervise, the execution of all building (and related mechanicals systems), projects, ensuring safe, timely and cost effective installations and remediation.
- Maintain knowledge of latest codes and regulations involving equipment, facilities, and cleaning requirements pertaining to the Shelter, Camp and Day Care
- Ensure all maintenance work operations are done in accordance with OSHA guidelines
- 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 Joint Health & Safety committee, ensuring safety compliance, audit and quick resolution of all identified issues/needs.
- Draft and maintain maintenance records and report

Required Experience and Education:

- 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 equipment · Demonstrated ability to create, manage and report using MSOffice (Intermediate excel skills needed)
- Demonstrated experience and education related to Health and Safety and practical experience in a similar role
 - Supervisory experience required
 - Proven ability to implement process improvement and cost savings measures
 - Broad based experience in managing both in house trades and external trades
 - A strong process engineering mind-set and demonstrated skills

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 send a resume with cover letter to: 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.