

Employment Opportunity
Field Maintenance Supervisor (REPOST)
Reference No. SHD-FMS-0821



Purpose:

Reporting to the Housing Asset & Project Manager, the Field Maintenance Supervisor will provide supervision to the maintenance staff, ensure the completion and quality control of maintenance projects to on-reserve housing, and provide administrative support to the program. This is a full-time 35 hours per week, permanent position, mainly working in the field, with some work done in the office.

Responsibilities:

- Inspect sites regularly to identify problems and necessary maintenance
- Prepare weekly maintenance schedules, conduct safety inspections and allocate work
- Oversee all repairs and ensure that work is completed on-time
- Comply with all health and safety regulations and conduct safety inspections as scheduled
- Contract and oversee tradesmen during installations, repairs or maintenance (electricians, plumbers, etc.)
- Recruiting, supervising and training maintenance technicians
- Ensure compliance of staff with internal and external policies and procedures
- Create and monitor performance targets and coach or performance manage team members
- Ensure adherence to quality standards and health and safety regulations
- Schedule regular vehicle maintenance to ensure operational efficiency
- Ensuring strict servicing and maintenance times to minimize downtime and maintain schedules
- Utilize GPS systems to monitor drivers and track vehicles
- Contribute to the development of maintenance budget and ensure compliance
- Maintain and monitor all inventory and equipment, and ensure proper storage
- Participate in coordination of projects (e.g. renovations)
- Educate community members on home construction processes and requirements

Required Education and Experience: (please attach all corresponding documents)

- Grade 12 graduation required
- Strong technical knowledge of all building systems
- 5 years' construction and/or building maintenance experience preferred
- Professional certification (e.g. CMRP or HVAC certified) are preferred
- Valid BC Driver's License and reliable vehicle required
- Minimum 2 years' experience managing staff

Required Skills, Knowledge and Abilities:

- Knowledge of Cowichan Tribes internal departments and programs
- Knowledge of Cowichan Tribes' housing agreements, such as Canadian Housing & Mortgage Corporation (CHMC) and Indigenous Services Canada (ISC)
- Well-developed written, oral, and interpersonal skills with a great eye for detail
- Computer literate with capability in email, MS Office and related communication tools
- Strong knowledge of building trades, cleaning procedures and maintenance
- Effective budget management, performance management, and health and safety regulations and practices

This position has a competitive salary that will be contingent upon experience and qualifications. Cowichan Tribes offers an excellent benefit/pension plan available after successful completion of probationary period.

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources by email before the deadline with the Reference Number in the subject line of your email.

Attention: Human Resources Department, Cowichan Tribes
Reference No. SHD-FMS-0821

Email: resume@cowichantribes.com ♦ **Website:** <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Thursday, September 2, 2021

As per section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Only Applicants selected will be contacted.