



Job Posting

Position Title:	Maintenance Manager Six (6) Month Contract	Competition Number:	2021-NON-02
Reports To:	Executive Director	Union:	N/A
Closing Date:	Wednesday July 28, 2021, by 4:00pm		

Position Overview

The Maintenance Manager is responsible for the maintenance of the hostel in order to ensure the comfort and safety of Wequedong Lodge clients and employees. The Maintenance Manager will work with front line employees and Supervisors in the performance of maintenance duties. Further, the Maintenance Manager will actively participate in the compilation of both operating and capital budgets.

Qualifications

The Maintenance Manager must possess:

- Grade 12 diploma and HVAC (heating, ventilation and air conditioning) certification or, at a minimum, an equivalent level of experience in building related trades such as mechanical, electrical, plumbing and carpentry.
- Trade Certification in building related trades would be an asset.
- Must possess a valid Class G Driver's License and a clean driving abstract
- A minimum of ten-(10) years of experience in building maintenance.
- Proven mechanical aptitude capabilities in a variety of trades.
- Ability to decipher building blueprints and equipment manuals at an advanced level.
- Proficient knowledge of the Ontario Fire Code and of Health and Safety Regulations.
- Adequate knowledge of capital and operating expenditures and capable to prepare a Capital Needs Summary.
- Ability to manage and direct maintenance personnel.
- Strong working knowledge of computers.
- Work on own initiative and with minimal supervision.
- Proficiency in verbal and written command of the English language.
- Proven abilities in office work and equipment.
- Current First Aid Certificate
- Fluency either in Ojibway, Oji-Cree or Cree would be an asset.
- An understanding and appreciation of Indigenous culture.

Duties and Responsibilities

1. Conduct a maintenance review of building systems on a scheduled basis.
2. Diagnose and record building, mechanical and electrical problems and determine how to repair by checking blueprints, repair manuals and other sources.



3. Oversee contractual work and evaluate performance and related costs.
4. Supervise the daily work of the maintenance worker.
5. Inspect the plumbing systems and fixtures such as pipelines, toilets, sinks, kitchen and laundry equipment.
6. Maintain a Logbook, MSDS Data Sheet Manuals, Equipment Manuals and Water System Reports
7. Must provide input and abide by Wequedong Lodge's Cash Management Plan.
8. Prepare and provide a Building Capital Needs Summary.
9. Record maintenance and repair work performed to the fleet of vehicles by utilizing the Geotab for upcoming oil changes and ensure tires are changed seasonally (winter and spring).
10. Create and provide reports on various maintenance items (e.g. mileage information,
11. Order parts, supplies, and equipment as deemed necessary.
12. Assist in the repair and refurbishment of client rooms and building fixtures.
13. Provide information to Supervisors and Front-Line Employees of pending work.
14. Undertake training identified by the Executive Director on an ongoing basis.
15. Any other duties deemed necessary by the Executive Director, as required.

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (**2021-NON-02**), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay
678 City Road, Fort William First Nation, ON P7J 1K3
Fax: (807) 626-9365

Email: kwright@weqlodge.org

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact kwright@weqlodge.org.

Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions.

Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.