



Maintenance Manager

M'akola Housing Society - Victoria, BC

M'akola Housing Society (MHS) is an Indigenous housing provider committed to supporting vibrant, diverse communities in British Columbia for over 30 years. Our portfolio spans the-province comprising over 1,600 units and involves property management, asset management and assisted living.

At MHS, we have energetic, driven teams. Each member brings a unique approach and skillset, and together we are committed to delivering high-quality service to our tenants and their communities.

M'akola recognizes the following benefits for eligible positions:

- Growth opportunities – we are invested in you and your career trajectory
- Paid vacation (plus Christmas leave) and paid sick leave
- Municipal Pension Plan (MPP)
- Extended health benefits, including prescription coverage and dental, among others
- Employee Assistance Program (counselling for employees and family members)
- New purpose -built modern office with ergonomic workspace
- Located close to the Galloping Goose and on a major bus route

Position Summary

The Maintenance Planner/Scheduler is part of M'akola's Asset Management Department and is responsible for ensuring the proper preventative maintenance of the provincial portfolio including fire safety, cyclical servicing and emergency response. This position develops and tracks maintenance schedules, establishes and monitors service contracts and oversees procurement practices. The Maintenance Manager looks for economies of scale, explores bulk purchasing and keeps a preferred contractor list. This position works closely with the property managers to ensure our buildings and sites are proactively maintained to meet M'akola's standards and expectations. Maintenance Manager is a new position and we are looking for someone who can help establish the processes and infrastructure.

Qualifications

- College or university coursework related to this role
- Technical knowledge of building mechanics and systems
- Minimum of 5 years' related experience
- Competent computer skills and ability to maintain project databases
- Project management experience (coordinate many activities simultaneously and track the progress)
- Experience estimating and costing-out materials, labour and other expenses for projects

Required Knowledge and Skills

- Ability to analyze data, synthesize information and write reports
- Be able to budget all activities within the maintenance department including liaising with regional staff and contractors



- Knowledge of engineering, procurement, contracts, and start-up work projects
- Knowledge and understanding of the applicable codes (i.e. Building, Plumbing, Fire...)
- Well-developed problem solving, decision-making, organizing, planning and leadership skills
- Ability to plan and facilitate training refreshers
- Excellent oral and written communication skills
- Have valid class 5 driver's license
- Experience working in and with Indigenous organizations is an asset

Preference will be given to applicants of Indigenous ancestry (**please self-identify**) as per Section 41 of the BC Human Rights Code.

Please submit your resume and cover letter to humanresources@makola.bc.ca

In subject line indicate: Maintenance Manager and your name

Closing Date: January 26, 2018 @ midnight

Only those selected for interviews

For statistical purposes please indicate where you saw this job posting i.e. job site, email etc.