

Vernon Native Housing Society is seeking a full-time **Maintenance Supervisor**. VNHS currently oversees 178 units of housing, 7 sites.

The Maintenance Supervisor is responsible for overseeing all maintenance staff (2) and contractors to ensure all interior and exterior repairs and maintenance are completed to society standards, ensure HVAC and all equipment are served as required, that the complexes are always kept presentable, and keep the complexes clear of snow and ice during winter months.

The Maintenance Supervisor reports directly to the Executive Director.

This is a 37.5 hour/week position, however additional hours may be required from time to time in the evenings or on the weekends as response to emergency call outs will be required.

Ideal Qualifications:

- Working knowledge of applied trades such as HVAC, electrical, plumbing, or carpentry (no ticket required); some training provided
- Minimum of 7+ years' experience in general residential repairs and maintenance, grounds maintenance, small and large equipment repair
- Strong time management skills and ability to prioritize work
- Experience in overseeing, evaluating, and training maintenance staff
- Experience using a computer, including email and MS Office (some training provided)
- Ability to relay information in a calm, polite and respectful manner to staff, tenants, and community members essential
- Physically able to climb ladders and lift up to 50lbs
- Must have valid Class 5 Driver's License and a clean Driver's Record
- Have a reliable vehicle to carry tools and for hauling supplies (mileage allowance provided)
- Provide a clear Criminal Record Check prior to hiring; costs covered by VNHS
- Willingness to follow VNHS policies and procedures
- Must have WHMIS
- Preference will be given to a qualified Aboriginal person

Vernon Native Housing Society offers:

Competitive wages and annual reviews

3 weeks' vacation

Extended health and dental benefits

Paid time off between Christmas and New Years

Please email cover letter & resumes to: karen.gerein@vernonnativehousing.ca

Closing Date: 4:30 pm – Friday, December 20, 2024