

## Maintenance Team Lead

### Job Posting

**Job Title:** Maintenance Team Lead  
**Position Type:** Permanent Full-time  
**Hours:** Monday – Friday 8:30am – 4:30pm (occasional evening and weekend work required)  
**Salary/Wage:** \$41,061 - \$57,324  
**Closing Date:** January 24, 2019

### Organization Summary

CMHA-Edmonton is a non-profit organization that envisions mentally healthy people in caring communities. We increase awareness and understanding of mental health, mental illness, recovery, and suicide prevention through education. We support the resilience and recovery of people in distress including those affected by mental illness or suicide by providing crisis intervention; safe, long-term and affordable housing; peer connections; suicide grief and family support; advocacy and wayfinding; and providing opportunities to improve your wellness.

### Job Summary

The Maintenance Team Lead is accountable to the Manager, Housing Services and Peer Support and is responsible for the overall maintenance operations and supervision of the maintenance staff of the organization. In addition this position is responsible for the performance of general and specialized building and grounds maintenance tasks and projects. This position is also responsible to manage and maintain a preventative maintenance program at all properties within the organizations portfolio.

### Qualifications/Experience

- A post-secondary certificate in a related field and/or trade is required.
- At least five years' experience in a maintenance position and/or related field with increasing areas of supervision and responsibility.
- At least two years of personnel supervision experience.
- Preferably some experience working in the non-profit sector.
- Working knowledge of MS Office software programs.
- Working knowledge of YARDI Property Management Software
- Acceptable attainment and maintenance of a Police Information Check with a Vulnerable Sector Check and an Intervention Record Check
- Attainment and maintenance of Standard First Aid, Mental Health First Aid and WHMIS
- Possession of a class 5 driver's license and access to a reliable vehicle with \$2M in automobile liability insurance

### Skills/Abilities

- Demonstrated ability in a supervisory role.
- Demonstrated ability in preventative maintenance management at multiple locations.
- Demonstrated knowledge of building maintenance and repair.
- Demonstrated ability to multi-task, prioritize and problem solving skills.
- Demonstrated understanding of appropriate legislation such as the Residential Tenancies Act, Alberta Housing Act, Social Housing Accommodations Regulations, the Freedom of Information and Protection of Privacy Act and the Safety Codes Act, The Occupations Health and Safety legislation for the Province of Alberta, Public Health Act and the Alberta Fire Code
- Ability to effectively communicate, both orally and in written form.
- Ability to work with others and independently.

- Proven problem solving and organizational skills in a management environment.
- Demonstrated understanding of mental health; mental illness and recovery; information and referral services; crisis intervention

**Apply, with cover letter and resume, to:**

[hr@cmha-edmonton.ab.ca](mailto:hr@cmha-edmonton.ab.ca)

CMHA values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled and LGBTTQIA+ communities.

We thank everyone for their interest and will only reply to those individuals who will be contracted for an interview.

Thank you for making mental health matter.