

Maintenance Manager

GEF Seniors Housing is the largest provider of affordable supportive living residences for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees.

Details: Full Time, Days, 40 hours per week, Monday to Friday, 8:00 AM to 4:30 PM

Pay Scale: Commensurate with education and experience

Location: Central Services, 14220 – 109 Avenue NW, Edmonton, AB, T5N 4B3
(travel between various GEF sites is required, mileage paid)

Typical Duties:

Reporting to the Director of Facility Management the Maintenance Manager will be responsible for supporting facilities maintenance, equipment, trade work liaison, equipment preventative maintenance repair and scheduling, and standards for assigned facilities across GEF Seniors Housing Portfolios while maintaining compliance with GEF policies, procedures, applicable legislation and provincial standards. The Maintenance Managers acts the primary consultant for maintenance issues across assigned portfolios and ensures that service is accessible, responsive, accurate, and consistent across all GEF Communities. The position is responsible for, including but not limited to, managing and monitoring the completion of work orders; developing, implementing, and improving the preventative maintenance program to ensure the buildings and equipment are safe and in good working order; supervising, mentoring, coaching and developing the maintenance team; achieving operational efficiency through analyzing reports generated by CMMS (Computer Maintenance Management System) for manpower, consumables, work order completion time, compliance tasks; managing the fleet of GEF vehicles; overseeing emergency, ad hoc repairs, regular maintenance, and vendor management; collaborating with the Project Management team and other relevant stakeholders to oversee the implementation of facility-related programs and projects; developing and monitoring maintenance budgets; participating in the implementation of GEF's comprehensive Health, Safety and Wellness Program initiatives to maintain a safe and healthy community for residents, tenants, staff and visitors in accordance with Alberta's Occupational Health and Safety Regulations and guidelines, policies and procedures provided through the Health and Safety/Human Resources Department, industry practices and fire safety codes; and other duties as assigned by the Director of Facility Management or designate.

Experience/Education Requirements:

- Licensed HVAC/Boiler journeyman with more than 8 years of practical experience and strong technical acumen of building controls like Kinetic, automatic controls, Johnson control, Honeywell etc.,
- HVAC- Boiler repair /commissioning experience and hands-on technical experience in building maintenance, boilers, chillers, Roof top units, & Make up air unit
- HVAC/Boiler journeyman or Licensed Gas fitter/ plumber with Class A license is required
- Certificate in CFC/HCFC/HFC Control in Refrigeration and Air Conditioning Industry is required
- HVAC specialist certification is an asset



- Appliance repair certificate is preferred
- Experience managing and supervising various trades such as plumbers, gas fitters, electricians, carpenters etc.,
- Hands-on experience with Yardi Maintenance module, building system technologies or any Computerized Maintenance Management System (CMMS)
- Knowledge of the National Building Code of Canada, Access Control Systems, Building Automation systems such as Siemens, Honeywell, Johnson, Trane, etc.,

Other Requirements:

- Strong English communication skills, both written and verbal
- High level of building mechanical knowledge, complemented by a competent understanding of controls, electrical and fire systems as it relates to buildings
- Respected leader, good mentor and coach with a flexible and collaborative people-focused approach
- Superior interpersonal skills
- Strong problem solving and conflict resolution skills
- Strong customer service skills and the ability to interact with everyone in a respectful manner
- Must have vehicle and valid driver's license

Please send your resume quoting job posting number (A02) MM 6 by September 27, 2021 to:

Human Resources
GEF Seniors Housing
14220-109 Avenue
Edmonton, AB T5N 4B3
Fax: 780-482-4054
Email: jobs@gef.org

Internal applicants: Please advise your supervisor or manager of your intent to apply.

The successful applicant will be required to undergo a criminal records check and be fully vaccinated against Covid-19.

