

BLUEDOOR

Title: Facilities Maintenance Lead, Construct

Job Status: Full Time

Hours of Work: 40 Hours/Week

Salary: \$55,000-\$70,000

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary:

Reporting to the Construction Supervisor, the Facilities Maintenance Lead will be responsible for the maintenance of Blue Door's capital facilities as well as the partnership of facility work with partners on a scheduled basis. The Facilities Maintenance Lead will be an expert at organizing the weekly and on going maintenance of all the Blue Door Facilities as well as having a strong overall skill set in general construction works. This person must be able to work independently on job sites as well as provide billing information and planning for internal and external clients.

Responsibilities:

- Coordinate with the Construction Supervisor and the Project Coordinator to ensure projects are completed timely, and with high-quality workmanship.
- Ensure all tools and equipment are in working order and proper inventories are kept.
- Strong skill sets with Microsoft suite of programs including Microsoft Word and Excel for billing and inventory management.
- Promote a safe working environment; ensuring regular Joint Health and Safety Committee requirements are in place.
- Address unsafe work practices and make sure that information is recorded.
- Corrects any unsafe work condition or practice.
- Monitors and inspects quality of work during operations.
- Maintains project records and communicates to designated team members when supplies are needed.
- Ensure safety procedures are developed and followed for operation of all equipment.
- Ensure that required personal protective safety equipment is made available and used by all staff and program participants alike.
- Erects and disassembles equipment and machinery as needed.
- Always maintains good housekeeping to ensure a safe and uncluttered worksite.
- Works under time constraints to meet specific timelines.
- Follow and help train and enforce all aspects of the Construct Health & Safety Policy to Program Participants and all relevant stakeholders.
- Other duties as required.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health and Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety or that of others.
- All employees shall learn and understand health and safety policies and procedures and comply with them.
- Must be able and willing to work with a flexible schedule.

Qualifications:

- 3+ years experience in the construction field as a foreperson/foreman or supervisor
- Experience with Microsoft Word and Microsoft Excel
- Experience with ProCore considered an asset.
- Experience with residential experience.
- Experience with Commercial experience is considered an asset.
- Strong understanding and interpretation of construction drawings
- Vulnerable Sector Screening
- Valid Drivers license, clean drivers abstract.

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and see the impact of their work.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca