



Employment Opportunity - Ontario Division

Job Title:	Maintenance Supervisor	Competition #:	
Department:	Building Services	Status/Position Type:	Permanent Full-time
Compensation:	\$23.80-\$28.56	Unionized:	No
Ministry Unit:	Journey to Life Centre	Date posted:	
Address:	545 N. Cumberland Street Thunder Bay ON	Posting Expires:	November 11, 2022

APPLICATIONS ACCEPTED BY:

Email: ONG.tbayadmin@salvationarmy.ca
Attention: Paige Martin, Senior Employee Relations Advisor
 Fax: 807-345-0409
 Mailing Address: Journey to Life Centre, 545 N. Cumberland Street, Thunder Bay, ON P7A 4S2
 Please, no phone calls.

MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values

- Hope:** We give hope through the power of the gospel of Jesus Christ.
- Service:** We reach out to support others without discrimination.
- Dignity:** We respect and value each other, recognizing everyone's worth.
- Stewardship:** We responsibly manage the resources entrusted to us.

TERMS AND CONDITIONS:

POSITION PURPOSE SUMMARY

This is a **permanent, full-time** position based on 40 hours per week. The Maintenance Supervisor oversees and maintains the Journey to Life Centre building and property such as Mechanical Systems, General Maintenance and Grounds upkeep.

ACCOUNTABILITIES

Property & Operations

- Develops and implements operational plans for maintenance, including benchmarks for services and preventative scheduling for the structures & mechanical systems
- Ensures professional level maintenance of all property and equipment, adhering to requirements of Territorial Headquarters and relevant government standards
- Meets regularly with the ED to inform, plan, and discuss issues pertaining to the maintenance of all facilities
- Works with Executive Director (ED) to secure contracts for projects including quote submission and approvals
- Maintains a list of qualified contractors for trades and services
- Ensures contractors provide required proof of insurance and WSIB
- Communicates regularly with contractors and suppliers to ensure projects are completed on time and on budget and contractor invoices are submitted for timely payment
- Other duties as assigned by the Executive Director

Administration and Leadership

- Participates on the Health & Safety Committee
- Ensures appropriate training is available and staff is working in compliance with legislative requirements
- Responsible for working safely and reporting all unsafe or unhealthy working conditions to the Health and Safety Committee
- Participate in regular supervision and performance reviews/evaluations as required.
- Liaisons with contractors and other service providers
- This position reports directly to the Executive Director or designate
- This position supervises Janitorial and Kitchen staff





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Financial and Materials Management

- Assists in the preparation of annual projects/maintenance budget in conjunction with the Executive Director and monitors expenditure
- Research and purchase new equipment as necessary
- Ensures all requisitions for purchases, services, etc. are processed according to established procedures
- Conducts annual inventory of the equipment list, updating the list as necessary

WORKING CONDITIONS

- Shifts for this position are Monday to Friday, 8:00 a.m. to 4:30 p.m.
- Schedule may vary due to the requirements of position responsibilities, which may include some work outside of regular schedule, particularly on some weekday evenings and weekends
- Local travel is required
- Participate in on-call duties
- The incumbent's work environment is typically in an office or work site within residential and community settings

EDUCATION AND EXPERIENCE QUALIFICATIONS

Education, Qualifications and Certifications

- The successful candidate will have an Ontario Secondary School Diploma or equivalent plus post-secondary education or training in building, property or trades management (preferred).
- Certification or willingness to obtain First Aid/CPR and Non-Violent Crisis Intervention.
- NOTE: Alternative combinations of education and experience may be considered

Experience and Skilled Knowledge Requirements

- Minimum 3 to 5 years' experience in various fields of maintenance and housekeeping including supervisory experience in building and/or property management
- Working knowledge of building codes and regulations, occupational health and safety standards, electrical systems and fire and emergency procedures
- Ontario at heights training
- Experience/working knowledge of Microsoft Office Suite

Additional Skills and Capabilities

- Ability to work independently and in a team
- Ability to maintain confidentiality and willingness to sign confidentiality statement and applicable policies and procedures
- Forward thinker with a high level of attention to detail and analytical problem-solving skills
- Strong oral and written communication skills
- Self-motivated and disciplined
- Excellent interpersonal skills and attentive listening skills with the ability to inspire, motivate and lead team members
- Develop an understanding of the Mission of The Salvation Army in Canada and its implications as related to position responsibilities
- Participate as an active and responsible team member in all work groups through which position responsibilities are achieved
- Represent the organization in a professional and engaging manner and assist personnel whom the position supports in developing those skills as required
- Participate in ongoing professional development and training
- Valid Ontario Driver's License, current copy of driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required
- Original copy of a Background check that is satisfactory to The Salvation Army, in its sole discretion, is required along with federally enhanced screening
- Screening through The Salvation Army Abuse Registry is required

In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all new employees within the Province of Ontario, Social Services sector. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.





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The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.
You must advise your managing supervisor of your intentions prior to submitting your application.

