

Field Supervisor—Métis Urban Housing Corporation

Locations: Edmonton

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Urban Housing Corporation (MUHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 1982** to provide **subsidized, adequate and suitable** housing to low- and moderate-income Indigenous families in Alberta. We currently have 507 units in 14 **urban centres** funded by the Federal Government through Alberta Seniors and Housing. MUHC employs over 40 full and part-time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**.

For more information about Métis Urban Housing and its sister organization Métis Capital Housing Corporation (MCHC), visit our website at metishousing.ca

THE OPPORTUNITY

The Field Supervisor (Residential Tenancy Maintenance) oversees and coordinates day-to-day maintenance operations for Metis Capital Housing Corporation and Metis Urban Housing Corporation properties. The position supervises the Maintenance Technicians, manages work orders, and ensures safe, high-quality, and cost-effective maintenance of all buildings and grounds.

Reporting to the Facilities Manager, the Field Supervisor plays a key role in maintaining property standards by coordinating maintenance activities, emergency and non-emergency repairs, home inspections, and vendor relations. The incumbent also leverages technology to monitor work progress, manage preventive maintenance, and ensure all unit and equipment information is accurately maintained in the organization's database.

KEY RESPONSIBILITIES

Supervise, coach, and evaluate Maintenance Technicians, ensuring quality, efficiency, and adherence to safety standards. Perform and oversee necessary repairs and renovations on Metis Housing units as required.

- Ensure all maintenance requests and work orders are approved, and purchase orders are issued before work commences.
- Conduct regular walkthroughs and annual homes and safety inspections on occupied and vacant units to ensure building and tenant safety.
- Ensure all repair and maintenance data, including inspection results and reserve item details (for example: make, model, serial number, and purchase date), are accurately recorded in the database (PTM).
- Ensure all properties comply with building codes, safety standards, and maintenance quality expectations.
- Coordinate daily work assignments, scheduling and workload distribution.
- Participate in hiring processes and conduct annual performance reviews for the maintenance team.
- Coordinate and oversee the work performed by contractors and external tradespeople.
- Obtain quotes, prepare work orders and purchase orders for repairs and renovations.
- Work with Maintenance Accounting Assistants to release payments upon completion of work.
- Establish and maintain a network of reliable vendors and suppliers to ensure cost-effective and timely maintenance support.
- Utilize computerized maintenance management systems (CMMS) and databases to manage, track, and report on maintenance activities.
- Coordinate with the Tenant Administration Department regarding notices and maintenance related communication to tenants.
- Enforce compliance with the Alberta Occupational Health and Safety Act, Building Code, WHMIS, and First Aid standards.

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QUALIFICATIONS

Education

- Diploma or certification in Building Maintenance, Facilities Management, Engineering Technology, or related field.
- Experience in multi-residential, institutional, or commercial facilities preferred.
- Minimum of 5 years of experience in facilities or building maintenance, including at least 2 years in a supervisory capacity.

Professional designation

- None

Core Competencies

- **Leadership and Team Management:** Effectively supervise and motivate staff to achieve high performance and accountability.
- **Technical Expertise:** Demonstrates strong knowledge of building systems, maintenance practices, and renovation procedures.
- **Technology Proficiency:** Proficient in using databases (e.g., PTM) and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- **Communication:** Communicates clearly, professionally, and respectfully with staff, tenants, and contractors.
- **Safety Orientation:** Ensures compliance with OHS, WHMIS, and First Aid standards; promotes a safe work environment.
- **Problem-Solving and Decision-Making:** Analyzes maintenance issues and determines effective solutions.
- **Accountability and Integrity:** Demonstrates reliability, professionalism, and commitment to quality.
- **Customer and Tenant Focus:** Responds to tenant needs promptly and courteously, maintaining positive relationships.
- **Adaptability:** Adjusts effectively to changing priorities, emergencies, and evolving organizational needs.

WORKING CONDITIONS

A combination of office, shop, and field work. Standard work week, with occasional overtime or evening/weekend work to address emergencies. Regular travel throughout Alberta; time spent away from family may be required.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples.
- A comprehensive benefits plan including life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- Personal development
- Competitive compensation

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metiscapital.ca or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interviews will be contacted.