

Maintenance Supervisor — Métis Urban Housing Corporation**Locations:** Edmonton**Positions :** 1**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 it's sister organization Métis Capital Housing Corporation (MCHC), visit our website at metishousing.ca

THE OPPORTUNITY

The Maintenance Supervisor is responsible for overseeing the performance of day-to-day maintenance work orders, including emergencies, home inspections, and assisting in obtaining quotes for renovation.

KEY RESPONSIBILITIES

Working under the supervision of the Facilities Manager, the Maintenance Supervisor will perform the following job duties:

- Coordinate and oversee repairs, renovations, maintenance requests, and work orders for Metis Housing units, ensuring proper approvals, purchase orders, permits, and safety requirements are met.
- Supervise maintenance technicians, contractors and tradespeople, ensuring work is completed to established quality and safety standards and coordinating payment upon completion.
- Conduct regular inspections and walkthroughs of occupied and vacant units to identify maintenance, safety, security, and building condition concerns.
- Work closely with tenant administration and the facilities manager regarding tenant-related maintenance issues, lease non-compliance, notices, and concerns requiring follow-up.
- Coordinate required tools, supplies, services, and contractors, while identifying opportunities for improvements to maintenance operations and building services.
- Maintain required licenses and permits, participate in departmental, safety, and toolbox meetings, and report significant maintenance or property concerns to the facilities manager
- Oversee grounds and vacant unit maintenance, move-out inspections, repairs and annual occupied-unit inspections to ensure homes are safe and meet company standards.
- Inspect properties for safety, security, hazards, and building-code compliance, ensuring concerns are reported and addressed appropriately.
- Maintain accurate and up-to-date property, unit and replacement-reserve records in PTM including equipment and asset information.
- Support the facilities manager with departmental procedures, staff training, recruitment, onboarding, and annual performance reviews.
- Develop and maintain relationships with reliable vendors, and suppliers to support timely and cost-effective maintenance services.
- Participate in after-hours emergency response and report workplace injuries, accidents, vehicle damage, and other significant incidents to the facilities manager.
- Perform other duties and responsibilities as assigned by the facilities manager.

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QUALIFICATIONS***Education***

- Grade Twelve Diploma
- Building trades qualification from a recognized institution.
- Minimum of 5 years of maintenance experience or an equivalent combination of education and relevant work experience.

Professional designation

- None

Core Competencies

- **Technical Proficiency:** Skilled in general maintenance, minor electrical, plumbing, and carpentry work.
- **Problem-Solving:** Effectively diagnoses maintenance issues and implements practical solutions.
- **Attention to Detail:** Ensures repairs and renovations are completed accurately and to a high standard.
- **Time Management:** Completes daily work assignments efficiently, meeting deadlines.
- **Communication Skills:** Communicates clearly with supervisors, tenants, and team members.
- **Adaptability:** Handles various tasks, responding to emergencies or priority repairs when needed.
- **Safety Awareness:** Practices safe work procedures and adheres to occupational health and safety regulations.
- **Basic Proficiency:** Demonstrates foundational skills in reading work orders, using tools and equipment properly, and completing documentation accurately.
- **Basic Computer Skills:** Uses mobile devices, maintenance software (e.g., PTM), and email to complete reports, track work orders, and communicate effectively.

WORKING CONDITIONS

Working in an office and out in the field usually works a standard work week. Some overtime may be required. Includes travel throughout Alberta, time spent away from family.

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: recruitment@metishousing.ca. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.