



Supervisor of Property Maintenance
Full-time Permanent - 35 Hours / Week
Location – Town of Parry Sound

At the District of Parry Sound Social Services Administration Board (PSDSSAB), we are committed to providing caring human services that empower and enable the people we serve to improve their quality of life. As the Service Manager for the Province of Ontario, the PSDSSAB delivers Income Support, Housing Services, Early Learning and Child Care Services, and Women’s Services. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation, benefits, and pension packages. We also encourage ongoing professional development and a healthy work-life balance.

Located on Hwy 400, approximately two hours north of Toronto, Parry Sound is situated on the shores of Georgian Bay in the UNESCO-designated Georgian Bay Biosphere Reserve. Parry Sound is a vibrant and dynamic community to live, work, and play.

Overview of the Opportunity

The **Supervisor of Property Maintenance** assumes responsibility for the routine maintenance and repairs for all DSSAB and Local Housing Corporation (LHC) properties. Supervising Property Maintenance staff in general maintenance and ongoing service to maintain property conditions and ensure buildings remain safe and functional. This position is responsible for compliance with the Safe Drinking Water Act and the Ontario Health & Safety Act. (i.e., asbestos management.) and other applicable legislation.

Required Qualifications Include

- Successful completion of a post-secondary diploma or degree in building technology or a 2-year diploma in construction, building maintenance, architecture technology, or related studies.
- 5 years of directly related work experience.
- Experience and solid foundation in the supervision of staff, training, mentoring, and performance evaluation.
- Thorough knowledge of building construction and maintenance, mechanical and electrical systems.
- Knowledge of the Ontario Fire Code, Ontario Building Code, Occupational Health & Safety Act, Accessibility for Ontarians with Disabilities Act, Residential Tenancies Act, & Housing Services Act, & other relevant codes/acts.
- Excellent communication, planning, organizational, problem-solving, and judgment skills are required for weighing alternative approaches within a framework of customary practices, as problems tend to be variable.
- Diverse knowledge of the theory of building science, design of buildings, construction practices, energy-management processes, building codes and safety requirements, planned maintenance, building condition audits, building safety, building codes, and local by-laws.
- Extensive hands-on experience in carpentry, electrical repairs, painting, and mechanical and plumbing maintenance preferred.
- Physical capacity to occasionally perform work requiring moderate to heavy effort.
- Must have a valid class G driver's license, access to a reliable vehicle, and ability to travel throughout the district.
- Strong computer literacy skills in a Windows environment and ability to work with new computer technology.

Principal Responsibilities Include

- Co-ordinates the development, implementation, and completion of maintenance and construction for the DSSAB and LHC properties.
- Oversees unit and building inspections and reports.
- Supervises, monitors and inspects the work of assigned staff and contractors to ensure the quality of workmanship and that work is performed in compliance with specific duties, applicable legislation (i.e., Occupational Health & Safety Act), and Board policies.
- Supervises contracted and in-house projects to successful completion in accordance with set timelines and approved budget.
- Performs scheduled and ad-hoc inspections of all DSSAB and LHC properties to assess condition and repair/maintenance needs, as well as compliance with life safety/health and safety standards.
- Provide input in the preparation of annual project budgets for all manageable cost accounts.
- Participate in the LHC's on-call rotation, being available after hours and on weekends to respond to emergencies.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from jobs@psdssab.org

We are proud to offer the following to our permanent employees

Comprehensive benefits package (including dental, vision, paid sick time), OMERS Pension with 100% matching contributions, generous vacation entitlement, employee wellness, Employee Assistance Program, and professional development.

Salary

\$88,513.09/ annually

Classification

Non Union – Salary Grade F
Status – Full-time Permanent

Please submit a cover letter & resume referencing job ID 24N-07 by November 30, 2024

Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: jobs@psdssab.org

1 Beechwood Drive, Parry Sound, ON P2A 1J2

To view other employment opportunities, visit www.psdssab.org/employment

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

