

Maintenance Administrator—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 Administrator works under the supervision of the Facilities Manager to ensure the smooth operation of maintenance activities within the MUHC/MCHC portfolio. They are responsible for coordinating all maintenance work, organizing entry notices for tenants, and liaising with contractors.

KEY RESPONSIBILITIES

Working under the supervision of the Facilities Manager, the Maintenance Administrator will perform the following job duties, including but not limited to:

- Coordinate all maintenance staff work for houses and units within the MUHC/MCHC portfolio with relation to the day-to-day and emergency calls received.
- Organize with staff and contractors' delivery of entry notices to tenants.
- Co-ordinate all other work with Field Supervisors as required.
- Co-ordinate the custodian work required to be done at all the facilities as required.
- Directs and co-ordinates all relevant trades people for repairs and maintenance.
- Ensure that all maintenance requests are approved before work commences.
- Evaluate maintenance requests, set priorities, and process work assignments.
- Assess and recommend contractors for review by facilities manager.
- Prepare purchase orders and work orders as required includes closing work orders in PTM to ensure all work is completed.
- Ensures all permits/licenses are maintained.
- Ensuring that all Maintenance Staff have the tools and parts they need to complete the work orders.
- Quarterly inventory of supplies, tools and material.
- Advising management of any new services or improvements to the existing services in place.
- Establishes and communicates the level of quality and safety expected in the performance of maintenance tasks.
- Attend safety and toolbox meetings.
- Attend regular meetings with Maintenance staff to ensure prioritization of work is maintained.
- Perform other duties as assigned by the Facility Manager or Senior Director of Operations.

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QUALIFICATIONS

Education

- Grade Twelve Diploma
- Building trades qualification from a recognized institution.
- Minimum of 3 years of facilities maintenance experience or an equivalent combination of education and relevant work experience.

Professional designation

- None

Knowledge, skills, and abilities

- Cross cultural sensitivity and awareness.
- Proficiency in the use of computer programs such as MS Office (Word, Excel, PowerPoint), MS Outlook, internet and database programs.
- Proficiency in the use of office equipment such as computers, voice mail, fax, scanner and photo copier.
- Excellent organizational skills, including the ability to efficiently respond to numerous demands, short deadlines, complex and varied inquiries from contractors and tenants.
- Excellent verbal and written communication skills.

WORKING CONDITIONS

Works in an office environment, usually a standard work week, some overtime and travel 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 interview will be contacted.