

LAMONT COUNTY HOUSING FOUNDATION

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates for the position of

**Maintenance/Housekeeping Supervisor**

Details: Full Time, Days, 40 hours per week.

Location: Beaverhill Pioneer Lodge, Villa 75, Heritage Court in Lamont, AB. Travel between various LCHF sites is required with mileage paid.

Preferred Experience/Education and Qualities:

- Must enjoy working in seniors' facility and be able to interact with everyone in a respectful manner
- A valid Building Maintenance Diploma/Certificate or similar, with a focus on technical management is required
- Related professional designation, including relevant Red Seal Tickets and/or 4<sup>th</sup> Class Power Engineer would be an asset
- Minimum 3 years of related progressive experience at a supervisory level
- High level of building mechanical knowledge, complemented by a competent understanding of controls, electrical and fire systems as it relates to buildings
- A hands-on attitude with superior interpersonal, problem solving and conflict resolution skills
- Flexibility and an ability to prioritize tasks
- Strong English communication skills, both written and verbal
- Knowledge of Building System Technologies and Computerized Maintenance Management Systems including strong computer skills and Microsoft Office knowledge
- Knowledge of the National Building Code of Canada, Access Control Systems, Energy Star Portfolio Manager, Building Automation Systems such as Siemens, Honeywell, Johnson, Trane, etc. would be an asset
- Must have vehicle and valid driver's license.

See attached detailed job description and if this job interests you, send your resume and an application letter with your salary expectation by November 15<sup>th</sup>, 2021 to:

Finance and Human Resources,  
Lamont County Housing Foundation  
5203-52 St. Lamont, AB T0B 2R0  
or Email: [info@lamontchf.ca](mailto:info@lamontchf.ca).

## LAMONT COUNTY HOUSING FOUNDATION

DEPARTMENT: Maintenance  
CATEGORY: Human Resources Function  
SUBJECT: MAINTENANCE SUPERVISOR

Date: April 2018

TITLE: MAINTENANCE/HOUSEKEEPING SUPERVISOR  
ACCOUNTABLE TO: Lodge Manager

### SUMMARY OF POSITION

Working under the direction of the Lodge Manager, the Maintenance/Housekeeping Supervisor, will be responsible for the day to day operation of the Maintenance and housekeeping Departments at the Beaverhill Pioneer Lodge. He/She will provide leadership, guidance/direction and coaching to staff, plans required work related functions, prepare work schedules in accordance with the AUPE/LCHF collective agreement, replaces staff, approves work schedules, vacation and attends to various payroll functions as required/necessary.

He/She will participate in strategic planning, quality initiatives, ensures that the building systems and equipment are maintained in a safe manner at all times. Must ensure that the departments' goals and objectives are aligned with the facility's over all mission, goals and strategic direction. Must be mindful of all safety and related infection control practices as required.

### MAJOR DUTIES

1. Plans, organizes, maintains, and manages the operation of the general infrastructure systems.
2. Establishes and monitors preventative maintenance processes in accordance with required standards, facility inspections and ensure that the Preventive Maintenance Schedule for major equipment as developed by Alberta Social Housing Corporation for the Lodge and Self-Contained Units, Board and other legislated standards are in compliance at all times.
3. Supervises building maintenance and housekeeping staff as assigned; conducts performance evaluation in accordance with policies.

4. Develops, recommends and administers policies, procedures and processes in support of grounds and building maintenance operations, implements and monitors compliance with approved policies, procedures and processes.
5. Monitors the safety and IPC standards, accessibility to the Foundation facilities and the general quality of environment at all times.
6. Trains and supervises the performance of assigned staff: take disciplinary actions when needed; assures substitute coverage as necessary; reviews/post staff schedules in accordance with collective agreement.
7. Co-ordinates and conducts site inspections; recommends actions for improvement as appropriate.
8. Control maintenance/housekeeping expenditures and provides variance reports at least quarterly to the Manager.
9. Ensures all processes, procedures and documentation is OH&S compliant.
10. Direct and delegate workload to maintenance and housekeeping personnel.
11. Assist Lodge Manager with budget preparation and pre approved purchases of supplies/equipment for maintenance/housekeeping as required.
12. Ensures that all required reports and records are completed in a timely manner.
13. Co-ordinates training of Staff in Fire Safety, /Emergency Program, Audits, Safe Lifting and other assigned training.
14. Ensures that required operations policies and procedures are complete and current at all times.
15. Perform other related duties as assigned.

### QUALIFICATIONS

#### **Knowledge, Abilities and Skills**

Have full knowledge of Building Codes, Standards and Government Regulations relating to the care and maintenance of Lodges and self-Contained facilities.

Ability to maintain accurate and detailed records of work projects performed.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and make recommendations in support of goals.

Is a team player; trustworthily and interacts well with Staff/Residents/others in a respectful and congenial manner at all times.

Have excellent knowledge of computers, related maintenance programs work and other building maintenance quality control programs.

Has knowledge of modern office procedures, methods and communication equipment.

Must have excellent interpersonal skills; must conduct himself/herself in a professional manner and maintain the highest ethical conduct/standards at all times.

Must adhere to the Board's mission, philosophy, values and code of conduct at all times.

**Entrance Qualifications**

Have a minimum Building Operator or Red Seal Certificate in the fields of electrical, plumbing, gas fitting or steam fitting.

Knowledge of WHMIS and First Aid, Safety and Infection Control Practices or have a combination of education and related experience in lieu of formal education suitable to the employer's needs.

Have completed a Grade XII education and is able to present/write reports in a concise/ legible manner at all times.

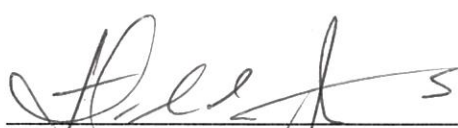
**Supervision:**

Received:      Direct              Lodge Manager  
                         Indirect              CAO

Given:            Direct              Staff within area of responsibility  
                         Indirect              As assigned or within a team setting

Approved by:   
Lodge Manager

Date: May 31 / 18

  
CAO

Date: JUNE 4, 2018.



**LAMONT COUNTY HOUSING FOUNDATION**  
**APPLICATION FOR EMPLOYMENT**  
 Box 120, Lamont, Alberta T0B 2R0



**Beaverhill Pioneer Lodge**  
 Phone: 780-895-2573  
 Fax: 780-895-2900  
 Lamont, AB T0B 2R0

**Father Filas Manor**  
 Phone: 780-764-3013  
 Fax: 780-764-2056  
 Mundare, AB T0B 3H0

**PERSONAL DATA** (please print)

LAST NAME	FIRST	MIDDLE	
ADDRESS	CITY	PROVINCE	POSTAL CODE
	HOME TELEPHONE	WORK TELEPHONE	E-MAIL ADDRESS

**POSITION**

POSITION APPLIED FOR	COMPETITION NUMBER (if applicable)
	DATE OF AVAILABILITY

**BACKGROUND**

EDUCATION LEVEL	SCHOOL NAME	HIGHEST GRADE, DIPLOMA OR DEGREE AWARDED	YEAR COMPLETED
HIGH SCHOOL			
POST SECONDARY EDUCATION (COLLEGE/TECHNICAL TRAINING)			
UNIVERSITY			
OTHER RELATED EDUCATION/TRAINING			

Are you currently registered with a Professional Association?  No  Yes (if "yes," please complete this section)

Association: \_\_\_\_\_

Certificate Number: \_\_\_\_\_

Province: \_\_\_\_\_

Do you have a current Alberta Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you fluent with the English Language: <input type="checkbox"/> Yes <input type="checkbox"/> No Are you fluent in other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," please list: _____	Have you ever been employed with a Health Care Facility or Community Health Program within the Health Region? <input type="checkbox"/> No <input type="checkbox"/> Yes Please list site(s): _____
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Are you available to work:	Yes <input type="radio"/> No <input type="radio"/>	Please indicate the type of employment desired.	Comments: _____ _____ _____
Shift Work	<input type="radio"/> <input type="radio"/>	<input type="checkbox"/> Full Time	
Weekends	<input type="radio"/> <input type="radio"/>	<input type="checkbox"/> Casual	
Statutory Holidays	<input type="radio"/> <input type="radio"/>	<input type="checkbox"/> Part Time	
		<input type="checkbox"/> Temp	

**PREVIOUS EMPLOYMENT** *(please start with most recent)*

COMPANY NAME		YOUR POSITION AND DUTIES
ADDRESS OF EMPLOYER		
TELEPHONE		
YOUR SUPERVISOR – name and position		REASON FOR LEAVING
START DATE	END DATE	NUMBER OF PEOPLE YOU SUPERVISED (if applicable)
COMPANY NAME		YOUR POSITION AND DUTIES
ADDRESS OF EMPLOYER		
TELEPHONE		
YOUR SUPERVISOR – name and position		REASON FOR LEAVING
START DATE	END DATE	NUMBER OF PEOPLE YOU SUPERVISED (if applicable)

**COMMENTS:**

Please attach any documentation to further support your application  
(i.e.; resume or letters of reference)

Resume Attached  
 YES  NO

**APPLICANT DECLARATION**

- I understand that I must provide reference information upon request.
- I understand that a Criminal Record Check is a pre-employment requirement with Lamont Health Care Centre.
- I declare that I am in good health and have no health problems or disabilities which will prevent me from meeting the requirements of the position.
- I declare that all documentation provided with my application including subsequent written or verbal information is true and complete. I understand that any misrepresentation or omission of fact may disqualify my application or be cause for immediate termination post hire.
- I understand and agree that should employment be offered, I may be required to pass a functional analysis (at my cost) to ensure I am physically and/or mentally able to perform the duties of the job.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Print Form**