



Songhees Nation Job Posting

Permanent full-time

JOB TITLE:	Songhees Wellness Center and Community Maintenance Manager		
Reports to:	Director of Housing and Public Works	Salary Scale:	Starting at \$68,000 BOE
Department:	Housing and Public Works	Deadline:	November 26 2023

POSITION SUMMARY:

Under the direction of the Director of Housing and Public Works, the Maintenance Manager will provide the Nation with support in developing and implementing maintenance schedules and workplans, assist the Director with budget planning, and manage the maintenance team. In addition, the Maintenance Manager will assist the community with general questions and provide oversight to utility contracts of community assets.

KEY DUTIES AND RESPONSIBILITIES (INCLUDED BUT NOT LIMITED TO):

- Development and implementation of SWC maintenance schedule and work plan.
- Development and implementation of community asset maintenance schedule and work plan.
- Coordinate the maintenance team's work orders and operations, which include SWC, the Longhouse and HeadStart building and community housing properties.
- Assists the community with general inquiries and liaises with operations staff to resolve service requests.
- Assist with the preparation of the departments annual budget.
- Review requests for maintenance to facilities and coordinate required repairs with the maintenance workers.
- Management and oversight of Nation and SWC property utility contracts.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (including not limited to):

- Strong leadership and mentorship skills.
- Ability to meet deadlines and manage multiple projects.
- Strong organizational skills.
- Strong communication skills both written and verbal.
- Proficient with the Microsoft office suite.
- Ability to demonstrate both tact and confidentiality.
- Understanding of contractor services and standard maintenance processes.

REQUIRED EDUCATION AND EXPERIENCE:

- Completion of a college or university program in electrical or mechanical engineering or in another discipline related to building maintenance or an equivalent combination of technical training and experience in building maintenance.
- Minimum 3 years of supervisory experience in facility operations or maintenance.
- Completion of a college or university program in business administration or an equivalent combination of technical training and experience in administration or maintenance is considered an asset.

Songhees Nation is committed to increasing the number of members working for the Nation. Hiring preference will be given to qualified candidates who are Songhees Nation members

Please send resumes to: Felicity Peters, Human Resource Manager

Songhees Nation Phone 250-386-1043 ext.114 Email: Felicity.peters@songheesnation.com