

Human Resource Services

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HR BULLETIN #22-59

CAREER OPPORTUNITY SUPERVISOR MAINTENANCE Prince Albert Housing Authority

Prince Albert Housing Authority is hiring a second Supervisor who is hands-on and responsible for the day-to-day maintenance operations and upkeep of the properties. Reporting to the Manager, Capital Assets and Property Service, this Supervisor has 10 direct reports and works closely with other maintenance, admin, and operational staff.

Responsibilities include:

- Perform all inspections, complete reports, provide recommendations, and assist in writing scopes of work; train, mentor, and coach existing staff on inspections, crawl space maintenance.
- Plan and assign duties, ensures maintenance staff performs required inspections as well as routine maintenance and inspections on all PAHA equipment and tools.
- Supervise field staff, and provide performance feedback.
- Participates in daily maintenance functions including general carpentry duties such as wallboard repair, countertop/cabinet replacement, finish carpentry, window/glass repair, door/lock repair, ceramic tile repair, and any other duties directed by the Manager.
- Ensures staff follow and adhere to safe work practices and other work regulations; report unsafe acts to Manager, implement emergency procedures as directed.
- Complete paperwork and reports including but not limited to job hazard analysis, incident reporting, toolbox meetings.
- Contribute to annual development of maintenance budget.
- Assists with management of property emergencies such as snow, fires, floods, and other related emergencies.
- Other duties as assigned.

Working Conditions: Exposure to extreme temperatures, noise, vibrations, work in confined spaces. Potential exposure to chemicals, electric shock, heights, mechanical parts or machines, fire, communicable diseases, and aggressive behavior.

Experience and Requirements: High school diploma or equivalent, minimum 5 years' experience in property management or related field, demonstrated carpentry or general maintenance skills, supervisory experience an asset. Fluent in English, maintains a valid SK driver's license, able to work evenings, weekends, holidays, and be on-call. You're a team player, you like change, and you lead by example.

Please submit your resume in confidence by October 14, 2022, to hr.plains@housingauthoritysk.com

PLEASE COPY/POST TO ALL STAFF

We thank all applicants – only those selected to interview will be contacted.