



## Position Profile

<b>Position title</b>	<i>Building and Grounds Maintenance Supervisor</i>
<b>Reports to</b>	<i>Building and Grounds Manager</i>
<b>Area of work</b>	<i>Maintenance Department</i>

### Job purpose

The Building and Grounds Supervisor works closely with the department Manager to oversee both a reactive and proactive multi-skilled maintenance service for all operational equipment and facilities infrastructure.

The common purpose of all employees of the YWCA of Banff includes a responsibility to carry out the Mission Statement of the organization and a willingness to co-operate with other staff and volunteers in translating these emphases into programs and services. The mission of the YWCA of Banff is to empower women and their communities through leadership, advocacy and provision of meaningful services.

The primary role of the Building and Grounds Supervisor is to support the Department manager in all areas of the department and oversee the department in the Manager absence.

### Duties and responsibilities

#### Specific responsibilities include but are not limited to:

1. Maintain and improve upon hotel guest rooms, hotel facilities and public areas performing routine maintenance jobs and repairs
2. Effective and timely communication and interaction with all hotel departments to positively impact the guest and residence experience by efficiently resolving any maintenance concerns.
3. Assist trades people or maintenance manager with hotel repairs.
4. Assist with repairs and upkeep of various spaces throughout the building.
5. Coordinate and execute small project management including assigning and monitoring work details of maintenance workers
6. Performing heavy lifting.
7. Minor Electrical.
8. Boiler and generator operations.
9. Drywall repair, painting, minor plumbing, snow removal, cleaning gutters, sweeping and garbage removal in parking lot and common areas.
10. Ensure a safe, clutter free work environment is maintained at all times with a commitment to working safely.

11. Ability to take on minor repairs without direction of department manager.
12. Assist department Manager with the coordination of the duties of the department
13. Able to perform preventative maintenance and systems monitoring.
14. Writing up work reports for submission and following up on log books.
15. Managing service contract callouts within budget restrictions.
16. handling schedules and timesheets for department employees
17. Additional duties as assigned by department Manager and General Manager of Operations.

### **Qualifications**

1. Technical capability and understanding
2. 5<sup>th</sup> Class power engineering certification (willingness to obtain within 12 to 18 months of employment will be considered)
3. Strong proficiency in Microsoft Office
4. Equipment Maintenance
5. Supervision experience
6. WHMIS certification
7. First Aid certification
8. Ability to work unsupervised

### **Working conditions**

This is a 37.5 hours/week position as a member of the YWCA Banff/YWCA Hotel Banff. The working hours for this position will be flexible to accommodate the needs of the operations team.

\$18.00-\$20.00 per hour based on experience.

### **Direct reports**

This position has no direct reports.

Please forward resumes with a cover letter to [maureen@ywcabanff.ca](mailto:maureen@ywcabanff.ca) by noon Monday February 12, 2018.

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