



JOB POSTING: MAINTENANCE SUPERVISOR

Native People of Sudbury Development Corporation (NPSDC) is a non-profit housing corporation established in 1975 to provide geared-to-income housing for persons of Indigenous ancestry in Sudbury and Espanola, Ontario. The corporation owns and manages a portfolio of 106 scattered detached, semi-detached, duplex, small apartment building and townhouse units.

NPSDC is currently accepting applications from mature, reliable, hard working, physically fit, experienced individuals of good moral character for the position of **Maintenance Supervisor** on a full-time basis. Extensive practical experience in home renovations is required for this position, including but not limited to, good knowledge of general home repairs, electrical, plumbing and heating systems. Post secondary education in a related area is an asset. Applicants must be willing to take direction and work independently as part of a dedicated work team within a small, busy, fast-paced office setting. Excellent public relations skills and command of the English language, both written and verbal, are prerequisites for the position. A valid driver's licence, good driving record and a vehicle are required for the job. Applicants also need to be proficient in the use of word processing and spreadsheet applications within a Windows environment. Short-listed applicants will be required to submit a clean criminal records check at their own expense.

Knowledge and appreciation of Indigenous culture and past experience working for an Indigenous organization are considered assets.

Reporting to the Executive Director, duties include but are not limited to the following: perform unit inspections and minor repairs to maintain units in a good, safe condition; by using a word processing program create tenders, contracts and work orders for various types of repairs; follow-up on all repairs and ensure they are completed in compliance with job specifications; maintain a list of contractors qualified to work at NPSDC units; keep accurate files for all work done at NPSDC units; ensure that repairs are kept within budget; prepare written reports; arrange preventative maintenance and capital expenditures; carry a company cell phone and be available to answer after-hours emergency calls; maintain confidentiality. All applicants must be fully vaccinated against COVID-19 through vaccinations approved by the Canadian government.

NPSDC thanks all individuals who apply for this position, however only candidates selected for an interview and testing will be contacted. Qualified individuals interested in this challenging job opportunity who are currently residing in Canada and who are legally able to work in this country should submit a **resume and cover letter** specifying how they meet the requirements of the position. The cover letter must also include remuneration expectations and at least two references from past employers. Mail or deliver completed applications to the following address by **Monday, July 4, 2022**:

Native People of Sudbury Development Corporation
68 Xavier Street
SUDBURY, Ontario
P3C 2B9
Attention: Executive Director

Applications may also be emailed to info@nativehousing.org with the subject line "Maintenance Supervisor", or faxed to (705) 674-8056. No phone enquiries please.