

# Building Maintenance Supervisor

## Posted By: Sunshine Inn Executive Suites

**Location:** Terrace

**Salary:** \$34.65 Per Hour

**JOB ID :** RJ4485225

**Posting Date :** 01-Oct-2024

**Expiry date :** 30-Mar-2025

**Education :** 2 to 3 years College Technical Diploma (community College, institute of technology)

**Language :** English

**Vacancies :** 1

**Years of Experience :** 2 years

**Job Type :** Full Time

## Job Description

Grow your career as part of a rapidly growing company with plenty of opportunity. Take responsibility work in a fast-paced dynamic environment where you are trusted to make important decisions.

### JOB REQUIREMENTS:

- Education: 2 to 3 years College Technical Diploma (community College, institute of technology)
- Experience: 2 years to less than 3 years
- Good communication skills are an asset
- Light Vehicle Driving License is an asset
- Workplace Hazardous Materials Information System (WHMIS) is an asset
- Able to deal with people sensitively, tactfully, diplomatically, and professionally always
- Professional appearance and manners

### DUTIES:

- Supervise, coordinate and schedule the activities of make adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems, and contact tradespersons for major repairs
- Establish methods to meet work schedules and coordinate work activities with other subcontractors
- Resolve work problems and recommend measures to improve productivity and product quality
- Requisition materials and supplies
- Train workers in job duties, safety procedures and company policies
- Recommend personnel actions such as hirings and promotions
- Prepare work progress reports
- May manage the operations may also supervise, coordinate and schedule the activities of related apprentices, helper sand labourers.
- Perform daily inspections on the building systems
- Provide general assistance to skilled trade persons such as mechanics, electricians, carpenters and plumbers
- Coordinate the preparation of hotel room units prior to the arrival of new customers
- Ensure that security and safety measures are in place in the establishment
- May supervise other workers.

#### PHYSICAL DEMANDS:

Standing  
Bending or twisting the body  
Making repetitive motions  
Handling material manually  
Walking and running

#### APPLICABLE SKILLS:

- Excellent customer relations.
- Must have time-management skills.
- Adaptable to change and be able to handle multiple priorities under pressure.
- Eager and focused to exceed guest expectations.
- Work Location: Terrace, BC
- Wages: \$34.65 per hour usually work between 30 to 40 hours per week
- Language: English

**To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: [hr.sunshineinn@gmail.com](mailto:hr.sunshineinn@gmail.com)**

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