

**Position Title:** Maintenance Manager

**Position reports to:** Director of Maintenance & Development

**Summary of Position:** To provide direction and monitor performance of the Fox Harb'r Building Maintenance employees to ensure that all buildings and equipment are maintained at optimal levels to the satisfaction of the owner guests and members. Coordinate the repair, renovation and enhancement of resident owner building as directed by the home owners in coordination of the Director of Maintenance & Development and the Resident Services Coordinator. Is responsible to develop and maintain a comprehensive building maintenance program on an on-going basis. Responsible to ensure all fire, life and safety systems are up to date and maintained at all time.

**Responsibilities:**

- Be fully knowledgeable on all resort buildings and equipment
- Conducting routine inspections of equipment
- Ensure all employees under direction are trained in WHMIS, Harassment Prevention, COVID-19 Prevention and all government required training.
- Ensure all employees under direction are trained to use all vehicles and equipment in a safe manner and to provide all required safety equipment.
- Personally handling basic repairs when required.
- Overseeing contractors when professional repairs are necessary, ensuring the best pricing and quality of work is achieved.
- Diagnosing mechanical issues and correcting them as required
- Repairing machines, equipment, or structures as necessary
- Contact technicians, trades or contractors where required to facilitate the above
- Have the team be supportive to all resort departments when requested or required
- Ensure that the communication lines on Maintenance request are responded to promptly.
- Oversee health and safety for the maintenance department.
- Schedule and Coordinate maintenance Team members for in season and off season requirements.
- Submit monthly sewer samples and drinking water samples when required to AGAT Labs and maintain documentation for submittal to the NS Government
- Direct Security employees to ensure proper cleaning of the pools
- Maintain documentation from Security and Maintenance on Secure building checks for Fox Harb'r Resort buildings and residents of Fox Harb'r
- Regularly inspects all buildings and structures to determine that functional systems are in good working order, making repairs where needed, and informing Director Maintenance & Development when major repairs are needed.
- Performs and oversees routine electrical service and troubleshooting for buildings, guest accommodations, amenities, and structures.
- Performs and oversees routine water and septic plumbing service and troubleshooting for buildings, guest accommodations, amenities, and structures.
- Performs and oversees routine carpentry and painting work as needed for all facilities.
- Performs and oversees routine HVAC service and troubleshooting for all facilities.
- Develops and ensures completion of preventative maintenance program for all facilities. Ensures the work order system is thoroughly completed resulting in high guest satisfaction. Performs other work related duties as assigned
- Performs work related duties during day and night, weekends and holidays as required.

**Competencies:**

- Must possess flexible leadership style to accept, manage and execute changes in daily routine with competing priorities.
- Must possess ability to create and execute long-term and short-term plans.
- High-quality, professional verbal and written communication.
- Decision making and judgment focused on safety, prevention, and a high-quality guest experience.

**Supervisory Responsibility:**

- This position supervises a combination of year-round and seasonal employees including up to facilities maintenance technicians and laborers.

**Position Type & Qualifications**

- Salaried, full-time, and year-round. BS degree or technical training in facilities maintenance