

Role: Maintenance Supervisory – Temporary Full-Time

Posted: September 23, 2025

Reports to: Long-Term Care Administrator

Weekly Hours: 37.5 Hours per week

Salary: Commensurate with experience

Interested Applicants please submit your resume and cover letter to HR@shalomvillage.ca until position is filled.

Maintenance Supervisor

The Maintenance Supervisor is responsible for managing a small team of staff and ensuring that the buildings and assets are maintained in accordance with the applicable legislative requirements. Controls installation, repair and upkeep of employer's property, equipment and mechanical systems. Undertakes the required building and equipment audits as per the legislative requirements and regulations. Establish priorities and work routines with the Maintenance team to complete tasks and keep records of this work as necessary. Coordinates the use of external contractors as necessary and ensures they have all the required insurance, certifications and work within a clear contract. Works with the Manager of Environmental services to ensure that the work of the maintenance team is in accordance with applicable codes and regulations and as directed. Completes in a timely manner all health and safety audits and performance /work audits as required. Communicate with maintenance team and other Shalom Village team members in a respectful manner.

Key Responsibilities:

This position has a key accountability for resident safety by assessing for and noting any safety issues during the undertaking of their duties, reporting these issues as per policies and procedures, and taking steps to immediately rectify any safety issue noted where possible.

- As directed, and in accordance with applicable codes and regulations, performs a variety of routine maintenance, servicing and repair operations to maintain Home, equipment, furnishings, fixtures and grounds in proper condition.
- Ensure maintenance services are available seven days per week
- Observes and monitors all areas of the Home for ongoing maintenance requirements.
- Ensure schedules are in place for routine, preventive and remedial maintenance and carry out preventative maintenance programs as directed.
- Ensure heating, ventilation and air conditioning systems are cleaned and in a good state of repair and inspected by a certified individual as required. Documentation of same to be kept current
- Ensures hot water equipment is serviced as required and documentation current. Responsible for ensuring temperature controls are in place and regular maintenance and recording of temperature as per LTCH Act legislation is maintained.
- Responsible to ensure functioning of the mechanical ventilation system at all times except when emergency generator in use.
- Perform mechanical maintenance of equipment, and repairs to plumbing and electrical systems such as repairing electrical switches, replacing tap washers, replacing belts, lubricating motors and hinges.

- Ensure electrical and non-electrical equipment are kept in good repair and maintained as per manufacturer specifications
- Following approval of the Environmental Services Manager, refers problems as requiring specialized work such as electrical or plumbing, to outside contractors and monitors work performed.
- Provide general assistance to skilled tradespersons such as mechanics, electricians, carpenters, plumbers, painters etc. as required.
- Conduct regular maintenance rounds to ensure all life safety and building and support systems are functioning properly.
- Adhere to established policies and procedures regarding quality assurance, safety, environment and infection control.
- Liaise with outside service contractors and inspectors to assure equipment and environment conform with applicable codes and regulations.
- Order and/or purchases supplies/equipment in accordance with established purchasing policies and budgetary constraints under the direction of the Environmental Services Manager.
- Provide work direction, instruction, and guidance to department staff. Holds daily huddles with the team to establish priorities, review work hub requests and ensure that audits and safe practices are adhered to all times.
- Participate in committee meetings such as infection control, quality assurance and safety as required. Maintains communications with other departments and works cooperatively in carrying out duties to assure the needs of residents are being met.
- Maintain required records, reports, statistics, etc., in accordance with policies, procedures and legislative requirements.
- Ensure the privacy of residents during performance of duties and confidentiality of resident information is maintained.
- Maintain work area in a clean, orderly and safe manner and assures proper care in use of tools, equipment and supplies. Displays an attitude that is focused on working safely and ensuring that the work environment is safe and healthy.
- Use safe work practices.
- Report any hazards or potential hazards to the Environmental Services Manager.
- Uses or wears personal protective equipment (or clothing) as required and ensure team follows all directions for PPE.
- Promptly reports personal injury of self or team members to Environmental Services Manager and seeks first aid from the First floor Nurse SVO and follows all recommendations of the First Aid provider and completes all necessary documentation and review of the incident.
- Participates in fire safety activities and knows the Home fire and disaster plan.
- Maintains a clean and orderly work area.
- Does not use or operate any equipment in a way that would endanger any worker, resident or visitor.
- Provides leadership to the Housekeeping and Laundry staff in the absence of the Environmental Services Manager
- May be required to be on call and have flexible hours.

Qualifications:

- Completion of a post-secondary degree or diploma and/or completion of a skilled craft at a vocational school or community college required.
- Work experience in a skilled craft or previous maintenance experience required.
- A minimum of two years' experience in a managerial or supervisory capacity is preferred.
- Ability to read, write and understand oral and written instructions
- Computer literate in maintenance scheduling systems, word processing, email and excel spread sheets and accessing policy manager
- Knowledge of mechanical and electrical systems, plumbing and carpentry, interior and exterior maintenance, painting, ventilation, heating systems and water systems.
- Ability to read and interpret manuals related to equipment and systems
- Ability to delegate responsibilities to department staff and generally supervise maintenance operations
- Ensure department staff follow company policies and procedures
- Knowledge of commercial cleaning equipment, chemicals/agents
- Knowledge of safety rules and procedures and legislation pertaining to operations including Occupational Health and Safety Legislation, Ministry of Labour directions, Fire Code as it relates to Buildings with Assisted Living and Long-Term Care, MOHLTC regulations, and all other By Law and legislative requirements
- Able to think clearly about working through complex issues and to direct staff in a clear respectful manner, makes recommendations for solutions to issues encountered in a timely and complete manner.
- Communicates to all internal and external contacts in a respectful manner that meets the Shalom Village Code of Conduct and Living our Values of Respect policies and procedures immediately responds to and changes any communication by the team that does not meet these exp
- Able to demonstrate organizational and time management skills, the ability to set and meet priorities, able to work well independently and to build a well-functioning team.

ABOUT SHALOM VILLAGE:

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our assisted living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing them with the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village is here to help create moments that matter for every senior!***

****Founded by the Jewish Community, for the benefit of all seniors throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. We welcome and celebrate individuals from all backgrounds, faiths and cultures.**

Acknowledged · Together · Home · Organization · Memories · Enablement

www.shalomvillage.ca

MISSION, VISION & VALUES

Our Vision: Honouring our Fathers and our Mothers

Our Mission: To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

Our Values: At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all our stakeholders.

- **Acknowledge:** We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.
- **Together:** We will support each other and believe that together we can achieve anything.
- **Home:** We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.
- **Organization:** We will strive for learning, innovation, accountability, transparency, and excellence.
- **Memories:** We will share memories and create new ones through relationships, sharing, and celebrations.
- **Enablement:** We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of philanthropy to bring people together to support the hundreds of seniors, and family members whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we harness the power of philanthropy to help us build a thriving community for our seniors, our families, and our staff.

***Although we value candidates who possess the full range of qualifications listed, we encourage individuals who believe they meet most of the criteria to apply. We recognize that diverse experiences and perspectives enrich our team and contribute to our collective success. ***

Shalom Village is committed to diversity and inclusivity. We are excited to hire people whose skills, attitude, and abilities contribute to the success of the organization and who reflect the values of our community.

***Shalom Village recognizes that the right fit for a position is more than just a list of criteria. If you believe you may be a good candidate, but you don't meet all the criteria, please apply, and tell us why you're a great fit in your cover letter. You may be just the person we are looking for.*

Acknowledged · Together · Home · Organization · Memories · Enablement

www.shalomvillage.ca