

Position Title: Director of Maintenance & Technical Lead

Location: YMCA Camp Wanakita, Haliburton ON

Position Type: Full-time Salaried (40 hours per week), with benefits and a complimentary YMCA membership

Starting Salary Range: \$51,250 - \$56,375 annually, commensurate with experience

Position Description:

Reporting to the General Manager of Facilities & Administration, and working closely with the Vice President of Overnight Camps & Outdoor Education, The Director of Maintenance is responsible for the training and supervision of all maintenance and housekeeping staff; organization and upkeep of all maintenance shops and equipment; ordering, receiving, storage and inventory of all maintenance and cleaning supplies; organization and implementation of all maintenance and housekeeping work lists, schedules and assigning daily tasks to the team. Playing a vital leadership role, the successful incumbent will oversee various department employee groups, while providing high quality of service to participants of YMCA Camp Wanakita.

This is a multi-faceted and hands-on position responsible for the development and implementation of a fully integrated and comprehensive site and facility maintenance and asset management program.

In this role, you will:

Supervisory Responsibilities:

- Lead all full-time and part-time maintenance, housekeeping and groundskeeping team members.
- Provide daily direction and assignment of tasks to team members on ensuring a safe and well-maintained camping facility.
- Contribute to the leadership of the Joint Health and Safety Committee (JHSC).
- Maintain the health and safety of employees by implementing safety practices and procedures (including WHMIS) following the Ontario Health and Safety Act (OHSA).
- Generate schedules via the Human Resources Information System (HRIS), in accordance with established payroll schedule.
- Ensure staff training is maintained, implemented and documented to the People, Leadership & Culture department.
- Participate in staff meetings, professional development activities, and Association and facility functions. Self-manage ongoing professional development.
- Direct and co-ordinate with all relevant outside contractors for building systems, refurbishment, and capital projects, as required. Monitor contract services to ensure quality standards are met and contract compliance.
- Responsible and accountable for achievement of set expense budgets.
- Coordinate with internal department leaders to ensure tasks are aligned with participant needs.
- Demonstrate and promote a personal understanding of, and appreciation for, the Mission, Vision, Values and Strategic Outcomes and of the YMCA HBB.

Technical Responsibilities:

- Oversee the safety of YMCA Camp Wanakita grounds, buildings and related equipment.
- Oversee the cleanliness of Wanakita washrooms and living housing accommodations.
- Operation of motorized vehicles (trucks, snowmobiles, motor boats, tractor, snowplow, etc.) as required
- Responsible for the management of all inventory and equipment repair, ordering, receiving of maintenance and cleaning supplies.
- Oversee management of water systems, septic/wastewater systems, pumps and act as an on-call staff member for emergencies (i.e. water systems, power outages, etc.)

You bring:

- Post-secondary education or equivalent experience in trade certification or maintenance related field.
- Previous experience in a supervisory role; YMCA experience is deemed an asset, but not required.
- 3 to 5 years building trade experience in two or more of the following areas: Electrical, Mechanical HVAC, Carpentry, Plumbing, Familiarity with Small Drinking Water Systems management and knowledge of septic systems.
- A Valid G class Driver's License, providing clear driver's abstract and access to reliable personal transportation is mandatory.
- Certifications in Pleasure Craft Operator's Card (PCOC), Chainsaw Certified, Small Drinking Water Certified deemed an asset, however on-site certification can be acquired during employment.
- Working knowledge of safe use management of chainsaws and other power tools.
- Demonstrated technical expertise of mechanical systems for filtration and treatment of small drinking (infrastructure)
- Working knowledge and application of trades work on campgrounds (residential, commercial, industrial)
- Well-developed interpersonal and relationship building skills; ability to establish rapport and communicate excellently with participants, staff, and volunteers.
- Must provide current and satisfactory Vulnerable Sector Check prior to the start of employment.

Interested in applying? Please submit your resume by **October 31, 2024** to the attention of:
Dan Crawford General Manager, Facilities & Administration
dan.crawford@ymcahbb.ca

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity.

We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply.

If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department plc@ymcahbb.ca