



## BEHAVIOURAL HEALTH FOUNDATION

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Winnipeg, Manitoba R3V 1L6  
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<b>Position</b>	<b>Director of Maintenance</b>
<b>Department/Program</b>	Administration Department
<b>Reporting</b>	Executive Director
<b>Employment type</b>	Full Time, Permanent
<b>Shift / hours</b>	40 hours a week

### ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

Visit [www.bhf.ca](http://www.bhf.ca) to learn more about our programs.

### JOB SUMMARY

The successful candidate will plan, organize, coordinate, and supervise all maintenance and structural improvements of BHF buildings. Director will be responsible for overseeing the day-to-day activities necessary for building operations.

### QUALITIES AND QUALIFICATIONS

- Trades training certificate from an accredited Community College or industry certifications in building maintenance with five years of experience in general maintenance and repair or demonstrate an extraordinary ability complemented by life experience and other training that will allow the performance of duties.
- Knowledge of current building codes.
- Familiarity with the City of Winnipeg permits departments.
- An ability to work with and supervise unskilled persons in maintenance work.
- Comprehensive working knowledge of woodworking equipment of all types.
- Proven track record of success in managing small to medium projects. Including being part of design, concept, execution, and quality, schedule, and budget control.
- Able to work with minimal supervision and exercise mature judgment.
- Ability to work independently and in a team environment.
- Must be self-motivated and well organized.
- Experience in presenting at the management level.
- Knowledge and understanding of Indigenous history, culture, practices, customs, and beliefs.

## **SUMMARY OF JOB DUTIES AND RESPONSIBILITIES**

- The successful candidate will ensure the maintenance and repair of all BHF buildings, grounds, vehicles, and equipment.
- Obtain quotes for work required on buildings and work closely with contractors.
- Ensure that all buildings meet all licensing requirements as defined by municipal, provincial, and federal laws.
- Ensure all permits are renewed as required.
- Conduct regular inspections of structural, electrical, and plumbing to ensure preventative maintenance is ongoing.
- Ensure that all alarm systems are functioning and tested as required in all locations.
- Prepare furnaces/boilers for annual inspection.
- Purchase equipment/materials as directed and pickup/return rental equipment.
- Ensure kitchen grease trap is inspected and cleaned on a regular basis.
- Establish strong working relationships with Directors; ensure requested maintenance requests are completed on a timely basis with robust communication throughout the process.
- Attend weekly meetings as directed or as scheduled and provide weekly reports of departmental progress and concerns.
- Manage & supervise kitchen and maintenance staff, including all administrative functions for staff - training & professional development, recommendations on responsibilities and compensation, performance reviews & discipline, shift scheduling, and time management.
- Meet a flexible work schedule including evening and weekends; be on call for emergencies.

## **CONDITIONS OF EMPLOYMENT:**

- Satisfactory Criminal Record Check with vulnerable sector check and child abuse registry check (no older than three months)
- A valid driver's license with a reliable vehicle and a satisfactory drivers abstract.
- Must be legally entitled to work in Canada.
- Mental Health First Aid Certificate is considered an asset.
- Valid First Aid / CPR Certification an asset
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Maintain strict confidentiality guidelines regarding all clients and conversations.

## **BENEFITS**

- Fully employer paid comprehensive benefits package (Medical and Dental, Vision, AD&D, Critical Care Coverage)
- Mental Health Coverage, Resources and Support - \$2,000 per calendar year for Psychologist/Social Worker/Clinical Counsellor/Marriage and Family Therapist/Psychoanalyst/Psychotherapist
- 5 % matched pension program
- 3 weeks' vacation to start.
- Worker's Compensation Coverage
- Compressed work schedule (optional 4/10 work schedule) in some positions
- Training and development, including NCI, First Aid and Cultural Competency
- On site Indigenous teachings/ceremonies (paid time off to attend)
- Free lunch, coffee, and snacks
- On site fitness facility
- Employee discount program
- Free parking on site
- Opportunities for education agreements for job related training
- Company paid dues for employment related professional designation
- Mileage reimbursement (when applicable)
- A park-like suburban setting makes coming to work a pleasure
- Casual dress

## **HOW TO APPLY**

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to [sheilab@bhf.ca](mailto:sheilab@bhf.ca) We thank all applicants, but only those being considered for an interview will be contacted.

*Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. BHF offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.*