



Job Title: Building and Maintenance Supervisor

About this role:

As the Building and Maintenance Supervisor, you will play a key role in ensuring the safety, cleanliness, and functionality of BGC Dawson's physical spaces. You will oversee daily maintenance operations, coordinate repairs, supervise contractors and support staff, and uphold the highest standards of health and safety. Your work will directly support our mission by maintaining a safe and welcoming environment for children, youth, families, and seniors.

About BGC Dawson:

BGC Dawson is a proud member of BGC Canada, a non-profit organization dedicated to providing high-quality programs and services to children, youth, families, and seniors. With deep roots in Verdun's English-speaking community since 1959, BGC Dawson offers a wide range of educational, recreational, and social programs. In this role, you'll have the opportunity to inspire, empower, and foster a greater sense of community for all ages. Visit www.bgcdawson.ca to learn more.

Responsibilities: Under the leadership of the Executive Director, the Building and Maintenance Supervisor will actively contribute to the organization's mission and strategic objectives through the following responsibilities:

- **Maintenance Planning & Scheduling:** Develop and implement preventative maintenance plans and schedules for equipment, repairs, and inspections.
- **Work Order Management:** Create, prioritize, and track work orders to ensure timely and high-quality task completion.
- **Team Leadership:** Oversee and support maintenance personnel, including hiring, onboarding, scheduling, task delegation, performance evaluation, and professional development to ensure efficient and high-quality operations.
- **Facilities Upkeep:** Oversee daily operations including cleaning, snow removal, lighting, and small repairs across the facility.
- **Repairs and Inspections:** Perform regular inspections and conduct minor repairs in plumbing, electrical systems, carpentry, and painting.
- **Vendor Coordination:** Liaise with vendors and contractors, request quotes, supervise third-party work, and ensure service quality.
- **Procurement & Inventory:** Manage inventory and purchase tools, supplies, and materials within budgetary constraints.
- **Safety & Compliance:** Enforce safety procedures and ensure alignment with CCOHS standards and building safety codes.
- **Reporting & Documentation:** Maintain detailed logs of maintenance work, inspections, and costs; provide regular reports to the Executive Director and Finance Director.
- **Equity & Inclusion:** Promote BGC Dawson's values of Equity, Diversity, and Inclusion in all aspects of operations and workplace culture.

Core Competencies:

- Strong technical knowledge in building systems and facilities operations.
- Leadership skills with experience supervising staff or contractors.

- Excellent time management, organizational, and problem-solving abilities.
- Comfort using tools, software, and systems to support maintenance planning.
- Strong interpersonal and communication skills in both English and French.
- Ability to adapt to shifting priorities and work both independently and in collaboration with others.
- Commitment to safety, equity, and inclusion in the workplace.
- Provide training, performance feedback, and team support to ensure a high-performing maintenance staff.

Qualifications:

- DEC or DEP in a trade (e.g., electrical, plumbing, construction) or equivalent practical experience.
- Minimum 3 years in a similar maintenance or facilities coordination role.
- Proficiency with hand/power tools and familiarity with minor renovations and repairs.
- Knowledge of Building Systems HVAC, fire alarm, security, and mechanical systems.
- Experience with cleaning products and equipment.
- Experience negotiating and overseeing external contractors and service agreements.
- First Aid and CPR certification (or willingness to obtain).
- Physical ability to perform indoor/outdoor maintenance tasks, including lifting and standing for extended periods.
- Computer proficiency such as emails systems and MS office software
- Experience with budget management and cost estimations
- Understanding of occupational health and safety regulations- an asset
- Ability to pass a criminal background check.
- Valid driver's license and access to a vehicle
- Willingness to occasionally work evenings or weekends to respond to urgent maintenance needs.

Wages and Benefits:

- **Start Date:** April 2026
- **Permanent full-time position:** 35 hours a week, in person.
- **Salary range:** \$24–\$27/hour, based on experience and in accordance with current salary policy
- **Benefits:** BGC Dawson offers a competitive benefits package which includes two weeks' vacation, sick/wellness/personal days per year (not bankable) and group health insurance, after three months of employment.
- The option to contribute to a group registered retirement savings plan (RVER).
- Opportunities for professional growth and training.

If your skills and experience align with this role, please submit your cover letter and resume to **Isabelle Prosnick** via email at Isabelle.prosnick@bgcdawson.ca by **Friday, March 20th, 2026**, include 'Building and Maintenance Supervisor' in the subject line. Only those selected for an interview will be contacted. If you require accommodation at any stage of the recruitment process, please notify us.

Don't meet all the criteria? Above all, we value your passion, commitment, and desire to grow. We encourage applications from candidates who reflect the diversity of our communities. We strongly encourage applications from Black, Indigenous, and racialized people, newcomers, gender-diverse

individuals, and members of other equity-deserving groups. If you are comfortable, you are welcome to indicate in your cover letter if you identify as a member of an equity-deserving group. This information will be treated with the utmost confidentiality and is voluntary.