



www.civida.ca

E: help@civida.ca

P: 780-420-6161

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10232 112 Street NW
Edmonton, AB T5K 1M4

JOB POSTING

Position: Field Supervisor (MT6)

Location: Edmonton

Term: Full-time, Temporary (approx. 1 year)

Starting Annual Salary: \$78,748.49 *(Based on AUPE Collective Agreement)*

At Civida (formerly known as Capital Region Housing), HOME is our focus. We are the largest provider of social and affordable housing in the Edmonton area, managing over 4500 social housing rental units and over 600 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit Civida for more information.

We are currently looking for a temporary Field Supervisor to join our team. This position coordinates and supervises the day-to-day maintenance operations of buildings and sites, ensuring health and safety and standard work practices are maintained. This position provides direction to contractors, assists with the administration of maintenance contracts and completes inspections of assigned contract work to ensure it is completed on a timely basis and within budget guidelines.

Key Responsibilities will include:

- Create and approve work orders, update committed dollars, complete work orders in Yardi and maintain up-to-date work order reporting.
- Follow up with contracted Site Managers to ensure completion of work.
- Action and follow-up on all after-hours maintenance call reports, Alberta Health Services and City of Edmonton compliance requests, identifying work required, prioritizing urgent matters and initiating the work order process.
- Coordinate with vendors assigned to complete maintenance and repairs, including communicating with vendors regarding timelines for completion of work, address vendor concerns and identify deficiencies in work.
- Inspect and monitor the progress of large renovation/repair projects such as flooring, painting, counter and cupboard replacements and occupied renovations.
- Troubleshoot maintenance concerns, tenant complaints and appeals.
- Evaluate health and safety risks relating to maintenance concerns including mold, fire, and floods.
- Review invoices for contracted work for accuracy based on contract terms and rates established; ensuring amounts are in line with 'not to exceed' amounts indicated on work orders, addressing discrepancies found.
- Inspect external sites monthly, assigning any required work and record outcomes.



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- Conduct monthly building inspections, including boiler/mechanical rooms, record in building maintenance book, action all deficiencies through work orders that are within the Field Supervisor's signing authority and inform manager of issues identified.
- Assist with insurance claims, incident reports, photos and follow up as required.
- Partner with the Manager, Occupational Health & Safety, to complete Fire and Life safety building inspections related to alarms, panels and life safety equipment.
- On-call rotation requirements for evenings and weekends.
- Responsible for reporting warranty issues and any related work required in new buildings.

Qualifications - Minimum and Preferred (Education, Certification, Degree, Concentration, Skills, Knowledge, etc.):

- Completion of a Journeyman certification in a related trade (ex. carpentry, plumbing, HVAC)
- Minimum 5 years' residential maintenance field experience required.
- Proven experience managing contracts; planning and coordinating the work of contractors engaged in the repair and refurbishing of housing units.
- Intermediate skills in Microsoft Office programs.
- Working knowledge in property management or project management software.
- Thorough knowledge of Building Codes and requirements.
- Thorough knowledge of the occupational hazards and safety precautions of the trades.
- General knowledge of the Residential Tenancies Act (RTA)
- Comfortable with managing multiple projects and multi-tasking.
- Ability to consistently interact with people tactfully, diplomatically, and professionally.
- Creative problem-solving and consensus building skills necessary for addressing building maintenance problems.
- Valid driver's license, access to a personal vehicle for work purposes, vehicle insurance and a driver's abstract is required.

How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant experience that provides a picture of how the candidate fits with the position requirements.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

Send cover letter and resume to: Human Resources Email: careers@civida.ca

Closing Date: October 1, 2021, at 4:30 pm

Competition # 2132