



Maintenance Team Lead

Permanent | Full time (1.0 EFT) | Days

Under the direction of the Director of Finance and Administration, the Maintenance Team Lead is a member of the maintenance team that supports Donwood's total maintenance program in a manner consistent with the mission, vision and values of Donwood.

Qualifications:

- Trade Skills & Experience: Multi-trade proficiency (carpentry, painting, plumbing, mechanical); post-secondary trade education or healthcare/housing experience preferred.
- Leadership & Teamwork: Proven team leadership, collaborative mindset, and strong interpersonal skills with residents, families, and staff.
- Organization & Communication: Fluent in English (written/verbal), skilled in task prioritization, and adaptable to fluctuating workloads.
- Licensing: Valid Class 5 Driver's License, vehicle access, and willingness to travel between sites.

Responsibilities:

- Team Leadership & Administration: Delegate tasks, track maintenance workflow (e.g., UpKeep), manage on-call rotations, and submit timesheets.
- Maintenance & Operations: Execute daily routines, preventative maintenance schedules (PMP), and building system upkeep.
- Troubleshooting & Repairs: Inspect, diagnose, and complete repairs or coordinate external vendors as needed.
- Logistics & Collaboration: Handle shipping/receiving, work cross-functionally across teams, and respond to on-call needs.

Physical Demands and Working Conditions:

This position requires regular physical activity, including walking, bending, stretching, repetitive movements, and lifting, carrying, or moving moderately heavy items. The work environment may involve exposure to moisture, odors, noise, chemicals, vibration, dust, and grime. Standard safety procedures and appropriate personal protective equipment must be followed to minimize the risk of injury. Reasonable accommodations are available as needed.

Disability accommodations are available upon request during the assessment and selection process. As a condition of employment, a current Criminal Record Certificate and an Adult Abuse Registry is required within three weeks of hire date. **Submit resume to:** Human Resources at Career@donwoodmanor.org

Closing date: 0900 hours on Thursday, Sept. 24, 2026

Sept 16, 2026