



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

SUPERVISOR, MAINTENANCE
INTEGRATED SOCIAL SERVICES DIVISION
ONE (1) TEMPORARY FULL-TIME POSITION

POSTING NUMBER:	49-2026	STATUS:	EXTERNAL
POSTING DATE:	JULY 24, 2026	CLOSING DATE:	Open Until Filled
AFFILIATION:	MANAGEMENT	HOURS PER WEEK:	35
SALARY GROUP:	10	ANNUAL SALARY:	\$90,482.04 – \$106,449.47

POSITION SUMMARY:

Under the general supervision of the Manager, Housing Programs, the Supervisor, Maintenance is responsible for the effective and efficient management of the maintenance of the housing portfolio assets.

MAJOR RESPONSIBILITIES:

1. Plans and coordinates all activities pertaining to the administration of general maintenance activities for the housing portfolio.
2. Identifies and communicates staffing needs and participates in recruitment as required.
3. Supervises, evaluates, disciplines staff.
4. Plans and directs the maintenance and repair of the housing portfolio.
5. Conducts periodic site inspections and ensures quality control.
6. Ensures the housing portfolio is maintained to an acceptable standard meeting all applicable statutes and associated regulations.
7. Provides information, statistics, and reports to the Manager, making recommendations on matters pertaining to maintenance services.
8. Participates in the preparation and monitoring of the operating budget for the housing portfolio.
9. Administers expenditures and identifies priorities for the operating budget in accordance with policies and procedures.
10. Participates in the move out process.
11. Participates in the coordination of 24-hour emergency maintenance coverage.
12. Ensures compliance with standards, and related federal, provincial standards and codes and corporate policies.
13. Maintains inventories of equipment and participates in the upkeep of the building envelope, elevators, security, and life safety systems.

14. Advises on issues and policies pertaining to proactive maintenance and administration of projects in difficulty and makes recommendations to the Manager.
 15. Participates in reviewing the suitability of new building products, legislative changes, building/fire code requirements with respect to their impact on the housing portfolio.
 16. Performs other duties as assigned.
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QUALIFICATIONS:

Education/Experience

- Degree or diploma in architectural, construction technology or related field.
- Minimum three years of experience in the field of construction, renovation and/or facilities operations.
- Supervisory experience preferably in a unionized environment.

Skills/Abilities

- Demonstrated ability to communicate effectively and concisely, both orally and in writing.
- Proven ability to establish and maintain good working relations with subordinates, co-workers, contractors, and the public.
- Strong leadership skills together with the ability to motivate staff.
- Proficiency with office computer equipment and MS Office software.
- Genuine interest and understanding of the needs of all our tenants.
- Sound knowledge of related Acts, regulations, policies, and programs.
- Demonstrated knowledge of construction methods and documentation processes.
- Proven experience in performing site inspections and reviews.
- Sound knowledge of property management and maintenance functions and a working knowledge of the budgetary process.
- Competent within the meaning of the Occupational Health & Safety Act.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.
- Use of a vehicle may be required.
- Travel may be required.
- May be required to work irregular hours.
- Must maintain confidentiality.
- Participation in afterhours on-call rotation schedule.

HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed, or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources
The District of Thunder Bay Social Services Administration Board
231 May Street South
Thunder Bay, ON P7E 1B5
Email: careers@tbdssab.ca | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](http://www.tbdssab.ca/about/careers/):
<https://www.tbdssab.ca/about/careers/>

ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



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Ishkwaandemonan**
Opening Doors for You