Employment Opportunity
Internal & External Posting

POSITION	PROGRAM	DETAILS
Maintenance Supervisor	PYC	Full-Time
NUMBER OF POSITIONS	**DURATION**	**SALARY**
1	6 months (TDO)	$ 60,913.00

Banyan is a not-for-profit organization that has provided quality services to the youth justice, children, and senior`s community support sectors since 1978. Banyan is committed to improving the mental, physical, and social well-being of at-risk populations in our service areas of Hamilton, Niagara, Brant, Haldimand, Norfolk, and Wellington.

PURPOSE OF THE POSITION

The purpose of this position is to co-ordinate and conduct the preventative and routine maintenance of the property, buildings and equipment of BCS, its related programs/services and its clients.

Reporting to the Program Director, the primary goal of the Maintenance Supervisor is to coordinate the inspection, maintenance, replacement or repair of equipment and systems, and major capital improvements in accordance with budgetary constraints, legislative requirements and industry best practices. The position will reflect best practices as define by BCS Policies and Procedures and PYC Practice and Procedure Manual.

POSITION RESPONSIBILITIES

Supervising and overseeing agreements:

- Supervises the maintenance of BCS properties and buildings;
- Maintains, inspects and operates key building systems including fire alarms, fire suppression, water and septic, heating and ventilation and security;
- Responsible for recommending services of outside contractors in accordance with policy for building repairs, and maintenance relative to the needs of the properties and buildings;
- In conjunction with Managers/Directors, responsible for developing, maintaining, and monitoring maintenance services budgets;
- Responsible for overseeing the agreements with Ontario Realty Corporation and/or its agents in consultation with Program Directors/Managers as necessary.
- Ensuring monthly Fire Drills, Logs, and Extinguisher checks have been completed as per policy;
- Ensuring maintenance logs are maintained to ensure records are kept of maintenance procedures and expenditures;
- Liaison with Fire Department and Health Department regarding Fire and Health Standards;
- Performs maintenance and building repairs as necessary;
- Any other duties as required by management.

Under general supervision, maintains security and safety standards throughout the building, by:

- Maintain a key inventory, distributes keys from the main key area to the supervisor responsible for the key control;
- Inspect the building thoroughly for any safety and security problems and repair them as soon as possible;
- Repair door locks and closets as needed;
- Follow through on recommendations of Health and Safety Committee, local fire department, local public health inspectors and other regulatory inspectors as directed by the Supervisor;
- Assist in providing routine building orientations to new staff, as set out in procedures manual and approved by Police Department and Fire Marshall, for fire safety procedures relating to fire extinguishers, emergency lighting, fire annunciator panel and fire drill procedure;
- As directed, schedule fire drills and complete forms for same, forwarding to Program Director as per licensing standards.

Requisitioning, receiving and shipping goods and make deliveries to appropriate departments, by:

- Liaise with cleaning staff and supervisors regarding cleaning contracts and issues;
- Pick up and deliver work supplies (i.e., lumber, rental equipment, furniture, etc.);
- Assist the Program Administrator in documenting and recording inventory.

Perform other duties such as:

- Maintain an organized workshop to ensure a safe and functional working area;
- Transportation of equipment to and from assigned locations;
- Provide individual/group leadership and supervision for vocational/recreational/ life skills activities to youths assigned as helpers;
- Ensure that vehicles are maintained, and inspected for safety as per policy;
- Attend to the cleaning of vehicles as assigned;
- Perform some cleaning duties: vacuuming, mopping of floors during bad weather to ensure facility is presentable and safe, spot cleaning, washrooms, or specific areas in needs;
- All incidents, accidents and other hazardous occurrences affecting any of Banyan's staff, clients, or the organization are to be reported according to Banyan policy.
- Any other duties as may be required by Management

ROLE COMPETENCIES

Program Specific

- Problem-Solving Skills: develop strategies using a system thinking approach. Identify and analyze problems so that viable solutions are found.
- Managing Multiple Priorities: ability to remain calm and multi-task within a multi-disciplinary environment.
- Analytical Skills: ability to understand, analyze and reconcile information and avoid errors.
- Computer Skills: competent in using MS Office suite of products to produce quality results.
- Team Player: works cooperatively within team to achieve goals and to foster commitment, spirit, pride and trust.
- Time Management Skills: ability to accomplish tasks within timeframes and by deadlines.

QUALIFICATIONS

- Relevant educational background and/or equivalency based on demonstrated knowledge of the structural trades, mechanical and electric systems.
- 3 years' experience in a similar role.
- Familiar with Microsoft Office Suite and Outlook.

- Good communication, listening and report writing ability.
- Demonstrated strong interpersonal, conflict resolution skills, ability to work within a multi-disciplinary team.
- Familiarity with Occupational Health and Safety Act (OHSA) and Workplace Hazardous Material Information System.
- Current First Aid /CPR
- A valid Class G driver's license with a proven acceptable driving record, driver's abstract at candidate's own expense.
- An acceptable and valid Vulnerable Sector Screening (Broad Sector Check), along with a Health Assessment, must be provided and maintained at the candidate's expense prior to and throughout employment.

WORKING CONDITIONS

- The Maintenance Supervisor will conduct business from a variety of designated settings, secure program, offices, and/or children services.
- Must ensure that all tools are accounted for at all times.
- Hours of work will regularly fall within normal business hours however, may also be called in on off hours (evening, weekends, holidays) if emergency conditions exist, i.e. floods, fire alarms, broken lock, broken windows, etc.
- The Maintenance Supervisor will be exposed to the elements: snow, sun, heat, rain, vibration, etc.
- Working in multiple location throughout Ontario. Travelling to programs may be required.
- Working closely with Program Directors in a variety of settings and programs.

Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.

We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our Manager of Human Resources or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Please Note:

- This is a temporary contract position with an anticipated duration of 6 months.
- We use AI based tools to assist with the screening and assessment of applications as part of our hiring process.

PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST BY NO LATER THAN NOVEMBER 27, 2026 TO

Banyan Community Services
688 Queensdale Avenue East, Suit 2B
Hamilton, ON L8V 1M1
recruit@banyancs.org
(905) 549-9011 (fax)