

MAINTENANCE MANAGER – JOB DESCRIPTION

Company: Auxilium Properties Inc.
6155 Tomken Road, Suite 6
Mississauga, ON L5T 1X3

Position Overview: The Maintenance Manager is a pivotal, hybrid leadership role accountable for directing the delivery of comprehensive corrective and preventative maintenance, risk management, and health and safety programs for Auxilium clients. Managing an annual operating budget and coordinating five-year capital improvement plans, the Manager oversees a team of 12 personnel within a specialized environment involving vulnerable populations in a co-operative and/or unionized environment, handling everything from daily performance appraisals to technical contractor procurement and contract negotiations.

A critical component of the position is ensuring absolute operational compliance with rigorous provincial legislation, including the Ontario Building, Fire, Electrical, and Elevating Devices Codes. Requiring a rare blend of strategic financial foresight, hands-on facility oversight, and specialized property management certification, this role serves as the central liaison between site staff, contractors, property management, and the Board of Directors to maintain structural integrity and a safe community environment.

Job Duties:

1. CORPORATE MANAGEMENT

- Participate in preparation of the annual maintenance work plan, operating budget and the reserve fund/capital expenditures.
- Ensure that estimates and or costs for damages caused by conduct of tenants are prepared and directed to the appropriate staff person for collection.
- Prepare reports to the Property Manager and as required, the Board of Directors including a written copy of the monthly inspection of the buildings, equipment, grounds and site work.
- Participate in maintaining a purchase order system, adhere to the spending policies of Auxilium & its clients including ensuring that appropriate supporting documentation accompanies each invoice and purchase orders.

- Assist the Property Manager in monitoring the annual budget.
- Supervise maintenance and cleaning staff— conducting performance appraisals and disciplinary actions.
- Regular attendance of the Board of Directors Meetings and Maps and other Co-op related meetings.
- Assist in developing a 5-year capital improvements plan including inspection of units and preparing budget estimates
- Assist in developing a supervision plan for the department including job descriptions and portfolio responsibilities.

2. PROPERTY MAINTENANCE

- Maintenance Manager has the responsibility for repairing and maintaining all aspects of the buildings and grounds in accordance with the approved budgets and spending policy.
- Use due diligence to ensure that contracts and or agreements between Auxilium & its clients and any supplier or service contractor are performed in accordance with the stated agreements including negotiating the terms of these contracts within the policies of Auxilium and its clients.
- Develop tender packages and receive tenders as required for snow removal, landscaping, maintenance of mechanical and electrical systems, fire and life safety systems and any other services that are required to meet appropriate industry standards for corrective and the preventative maintenance systems, subject to the approval of the Property Manager.
- Ensure a corrective maintenance plan for each aspect of the site including a cleaning schedule, landscaping schedule and inspection schedule for the approval of the Property Manager.
- Ensure inspection of the Site on a daily basis to ensure effective maintenance systems and mitigate potential management tasks.
- Assist in the preparation of or prepare scopes of work for tender packages, cost estimates, contractor supervision and project close-out for remedial and or reserve fund capital projects not assigned by the Property Manager to a technical consultant including liaison with the

contractor on all aspects of the project including attendance at project co-ordination meetings as required.

- Order supplies and equipment — keep inventory of the same.
- Hire, train, supervise and direct maintenance personnel as assigned by Auxilium & its clients including reviewing and approving of timesheets, expenses, vacations, petty cash, performing an annual performance appraisals and disciplinary actions as required.
- Ensure that units are prepared in a timely manner during changes-in-residents and assist in ensuring liaison with the Housing team. Participate in Annual Unit Inspections.
- Ensure that summer and winterization procedures are performed.

3. RISK MANAGEMENT

- Ensure that all appropriate logs and records are kept including Fire Safety Logs, Material Safety Data Sheets: snow/de-icing log, valve tags, service records, roof anchor inspection — results/drawings and any other records required by the legislations.
- Ensuring all employees and contractors work in a safe manner without contravening the Health and Safety Act serve on the Joint Occupational Health and Safety Committee, as required.
- Ensuring that all Staff has the appropriate health and safety training and that all services and or Contractors provide proof of WSIB compliance.
- Provide occurrence reports to be filled out after every accidents or damage to employees, residents, and visitors and submit a copy to the Property Manager.
- Develop a daily, weekly and monthly checklist and annual tasks as defined in the Ontario Fire Code including identifying who will perform the work and monitor compliance.
- Ensure compliance with all codes, by-laws and legislation such as the Ontario Building Codes, Fire Prevention Act, Electrical Safety Act, the Elevating Devices Act and any other legislation currently required or that may be required in the future.

- Ensure that all areas of the site are checked for potential hazards and maintenance issues on a daily basis including developing a schedule of what areas will be checked by each employee assigned to do the checks.
- Ensure that all maintenance workers are trained to test fire pumps, generators and other equipment required by code.

Education/Credentials:

- Completion of secondary school is required. A college diploma or vocational certificate in engineering, building technology, or property management is strongly preferred.
- A valid Professional Certification in Property Maintenance Management (or a recognized equivalent designation) is mandatory.

Required Experience/Skills:

- A minimum of five (5) years of direct, hands-on experience in property maintenance management is strictly required.
- Direct, proven experience managing personnel within a unionized work environment (Union Relations).
- Demonstrated proficiency in management, strategic planning, vendor relations, and team leadership.
- Highly developed and effective communication skills.

Work Location: 6155 Tomken Road, Suite 6
Mississauga, ON L5T 1X3,
and
various other locations in Southern Ontario

Salary: \$85,000

Hours: 40 hours/week

Term: Full-time, Permanent

Benefits:

- Dental care
- Extended health care
- Paid time off
- Vision care
- High personal growth potential
- Company-sponsored events
- Industry Training & Support

Language of Work: English

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