Facilities/Maintenance Supervisor

Children's Autism Services of Edmonton (CASE)
Children's Autism Services of Edmonton is looking for an enthusiastic, full-time **Facilities/Maintenance Supervisor** to join our dynamic team in a supportive, innovative environment. We offer family-centred services at home and in classrooms for children with autism and other developmental disorders and their families. Reporting to the Operations Manager, you will collaborate with the team to maintain our work environment.

What You'll Do

- Regularly inspect buildings to identify maintenance needs.
- Manage the janitorial contract and liaise with the cleaning company to address issues.
- Supervise and support other staff members as required.
- Perform minor carpentry, painting, equipment and supply installation, equipment repairs, minor mechanical work, light bulb replacement, and minor plumbing.
- Work with the Operations Manager to coordinate and supervise external contractors for larger repairs.
- Maintain inventory of maintenance and janitorial supplies and submit purchase requests.
- Assist with setup and takedown for organizational events.
- Maintain the grounds, including weed control, edging, mowing, branch trimming, and snow shoveling.
- Handle other day-to-day operational and maintenance tasks as needed.

What We're Looking For

- Proven experience in general maintenance, construction, materials management or related fields
- Proficient written and verbal communication skills
- Basic knowledge of commercial HVAC systems
- Basic computer skills, including maintenance ticketing systems, payroll entry and approval, and email
- Excellent interpersonal and communication skills, with a willingness to help
- Detail-oriented, organized and self-motivated
- Valid driver's licence, access to a vehicle and ability to travel throughout Edmonton and the surrounding area
- Police Record Check, including a vulnerable sector check, and a Child Intervention Check required
- Certificate of Insurance for Automobile Insurance Business Use Coverage minimum coverage $2 million

To Apply
Please submit your **cover letter and resume** to **hr@childrensautism.ca**.