

**Job Posting: Maintenance Supervisor, Kinew Housing Inc**  
**394 McGregor Street, Winnipeg, MB**

Kinew Housing Inc., A non-profit Aboriginal Housing company is looking to fill the position of Maintenance Supervisor.

Major Responsibilities:

- Supervision of maintenance staff
- Ensuring workplace safety procedures are practiced on job sites
- Scheduling maintenance tasks
- Processing tenant work requests

Required Experience:

- Past work in the housing trade
- Implementation of workplace safety programs
- Development of work descriptions and costing estimates

Required Skills and Abilities:

- Able to successfully implement workplace safety programs
- Skilled at preparing work descriptions and developing costing estimates for major repairs and vacant make readies
- Able to speak, listen and write in English in a clear, thorough and timely manner both verbally and in writing
- Able to establish and maintain positive working relationships both internally with other staff and externally with tenants and service providers
- Able to work cooperatively with others
- Highly organized and focused on attention to details
- Capable of organizing own work with a minimum of direction

Required Knowledge:

- Carpentry and building maintenance
- Workplace safety requirements, including but not limited to safe operation of basic hand and power tools
- First Aid, CPR and WHMIS

Other requirements:

- Valid Manitoba driver's license
- High school diploma or equivalent

Application closing date: September 18, 2017

Applications/resumes to: Lawrence Poirier, Kinew Housing

[lpoirier.kinew@mymts.net](mailto:lpoirier.kinew@mymts.net)

<http://www.kinewhousing.ca/>