



## **Maintenance Supervisor Full-time**

Located at the heart of the University of Toronto, Wycliffe College is an evangelical graduate school of theology rooted in the Anglican tradition. It faithfully serves the educational mission of the Christian church by preparing men and women for vocational and lay ministry, through excellence in theological scholarship and spiritual formation.

Wycliffe College is currently seeking to fill the position of a full-time Maintenance Supervisor.

Reporting to the Executive Director, the Maintenance Supervisor will oversee and care for the College's historic building, Principal's Lodge and college grounds. The successful candidate will have experience supervising staff, strong communication and organization skills, be both an independent worker and a team player, who has a love for old buildings and solving the challenges they present.

### **OVERVIEW OF DUTIES**

#### **Supervising Staff**

The Maintenance Supervisor is responsible for overseeing and managing maintenance and housekeeping personnel (currently 4 people). The Supervisor is responsible for scheduling staff, assigning duties, overseeing their work, conducting performance evaluations, hiring and training and providing employee development opportunities.

#### **Performing, Overseeing or Outsourcing Repairs**

The Maintenance Supervisor will be responsible for providing maintenance and repair to all interior and exterior buildings, equipment and mechanical and structural systems. Some work/repairs will be performed by the Supervisor themselves, some may be directed to their staff, and others may require getting quotes and liaising with outside contractors.

They recruit, coordinate, and approve all sub-contractors, including architects and engineers who perform work on any existing college facilities as well as all new construction.

#### **Maintaining Inventory and Equipment**

The Maintenance Supervisor oversees management of maintenance inventory and equipment including appropriate cleaning materials, safety gear, and tools for their staff. They will reorder when necessary and ensure all equipment is in good working order and stored properly.

### **QUALIFICATIONS/EXPERIENCE**

- Minimum three (3) years relevant experience working in an environment overseeing maintenance and licensed trades' people.
- Experience in an educational setting is preferred.

- Experience supervising a staff team.

Needs to be professionally conversant in all areas of building trades, such as plumbing, electric, flooring, roofing and carpentry.

#### **PREFERRED SKILLS**

- Ability to plan and communicate effectively with multiple constituencies and work well within a collaborative environment.
- Knowledge of cleaning procedures, practices and equipment.
- Experience scheduling, supervising and evaluating staff.
- Basic computer skills (Microsoft Office, E-mail)
- Knowledge in grounds maintenance functions.
- Ability to maintain confidentiality, exercise discretion and sound judgement.
- Demonstrated ability to work successfully both in a team environment and independently, along with an ability to work with senior staff and volunteers.
- Ability to accommodate a schedule that will require some evening work for events.
- Familiarity and comfort level working in a Christian setting.

Wycliffe College is an evangelical Anglican theological college, affiliated with the University of Toronto and offers degrees at the Masters and Doctoral levels to students of diverse Christian faith traditions. Its graduates serve a wide range of churches, religious institutions, NGOs and academic faculties of theology around the world.

**DEADLINE FOR APPLICATION: January 17, 2025**

Please send resume and letter of interest to: [wycliffe.hr@utoronto.ca](mailto:wycliffe.hr@utoronto.ca)

For more information about Wycliffe College, please visit [www.wycliffecollege.ca](http://www.wycliffecollege.ca)