



## Maintenance Manager

Our House Addiction Recovery Centre (Our House) offers a one-year residential addiction recovery program to men (18+) through shared accommodations of our 30-room facility. During this year, trained professionals guide residents through modules designed to equip them with the tools for long-term recovery. Dedicated to reducing the effects of substance use disorders and related mental health issues, Our House provides services unlike any other in Alberta, and is one of the few year-long residential treatment programs in Canada.

**To apply for this position, please send your cover letter and resume via email to Kim Clark, Executive Director at [kimc@ourhouseedmonton.com](mailto:kimc@ourhouseedmonton.com). The posting will stay open until a suitable candidate is found.**

### **Position Overview:**

Our House Addiction Recovery Centre is looking to hire a full time Maintenance Manager. Reporting to the Executive Director, the successful candidate will require considerable knowledge and understanding of variety of maintenance skills and the willingness to both oversee and complete projects. The facilities and infrastructure play an essential role within Our House Addiction Recovery Centre and the successful candidate will be consisting of responsibilities which may include:

- Managing and completing the requests for daily needed repairs and concerns.
- Collaborating with the Executive Director and clients on projects.
- Managing a comprehensive project list and making recommendations.
- Consulting with Management about client concerns.
- Working with and supervising clients during projects to ensure quality and accuracy.
- Engaging with vendors to order supplies, get quotes, and project management.
- Inspecting facilities regularly to determine infrastructure needs.
- Maintaining a safe and healthy work environment.
- Working cooperatively and effectively with other staff, volunteers, and on-site clients.
- Modeling behavior which is consistent with and supportive of men in recovery.
- Communicating to the public respectfully.
- Assisting in fundraising or volunteer events held by Our House Addiction Recovery Centre.
- Performing other duties as requested or assigned by the Executive Director.



### **Qualifications and Requirements:**

The Maintenance Manager will possess the following qualifications, knowledge, and strengths:

- A strong foundation in a wide variety of hand and power tools is a must.
- Ability to work on a wide range of individual projects during the day/week.
- Skills to include plumbing, framing, electrical, painting, locksmithing and minimal mechanical.
- Basic set of hand tools and power/cordless tools is required.
- Ability to take direction and work independently.
- Experience working in a supportive and residential environment is an asset.
- Successful passing and maintenance of a Vulnerable Sector Criminal Record check is required.
- Project management knowledge is preferred.
- Ability to work well as part of a team and/or individually.
- Must be able to demonstrate an ability to monitor others in a responsible and effective manner while maintaining a warm, supportive, and respectful atmosphere.
- Must be able to follow instructions given by supervisors.
- Must have good judgement and respond effectively to emergencies.
- Must be able to set appropriate limits and boundaries with clients.
- Must be able to communicate clearly.
- Must maintain a well-organized and clean working space.
- Commitment to maintaining confidentiality and handling sensitive information.
- Sensitivity to work with a male centered addictions recovery facility.
- Must be able to demonstrate cultural sensitivity with men of diverse economic and cultural backgrounds.

### **Details:**

This full time (40 hours per week) contract position is located onsite at the Our House Addiction Recovery Centre, located on the west end of Edmonton. Working primarily Monday – Friday, 8:00am – 4:00pm, occasional evening and weekend support may arise, as needed.

### **Compensation and Benefits:**

This position offers a competitive, not-for-profit starting wage of \$20.00 per hour (with anticipated room for an increase). In addition to employee parking, sick days and one Wellness Day per month, Our House Addiction Recovery Centre offers daily lunch prepared by our Red Seal Chef.

### **Notes:**

Please note that there are currently dogs present at our facility.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as members of Black, racialized or visible minority communities, Indigenous Peoples and people identifying as LGBTQ2s+ and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us.