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Building and Grounds Manager

Job Posting

Shalem Society for Senior Citizens Care is seeking to fill the full-time position of **Building and Grounds Manager**.

**About Shalem**

Shalem, meaning wholeness, was established with the mission and strong communal desire to provide care in a Christian setting and to enhance the well-being, both physical and spiritual, of our seniors. Focused on building community and providing support and care to its Residents, Shalem offers a meaningful and people-orientated work environment. We are committed to creating an environment where you are inspired to do your best work, feel valued for the work you do and have an opportunity to make a different in the lives of seniors. To enable a culture that fosters community we value respect and acceptance, justice, and compassion to each other and to those we serve.

**Position Summary**

The Building and Grounds Manager is responsible for the coordination and management of general building maintenance, security, and safety and to ensure optimal levels of operations, Resident safety, and building and grounds aesthetics for the purpose of achieving the organization’s mission of enhancing the well-being of seniors. The Building and Grounds Manager performs a wide range of skilled mechanical, maintenance, and repair work related to equipment, structure, and systems in accordance with set guidelines and standards.

**Key Qualifications**

The successful candidate will possess:

* Work experience in electrical, general contracting, facilities construction, or related field
* Experience supervising and leading projects
* Boiler Operation Certificate and/or Technical Trade Certificate preferred
* Conscientious hard worker with good knowledge of general and mechanical maintenance
* Strong interest in and/or previous experience with congregate living and senior care
* Strong organizational skills to manage and prioritize multiple activities and requirements
* Ability to identify the best trades and contractors for the job as required
* Ability to problem solve and think creatively to find and implement cost-effective solutions

**How to Apply**

Please submit a cover letter along with your resume to [hr@shalem.ca](mailto:hr@shalem.ca). The position will remain open until a suitable candidate is found.