

Building Superintendent

RESPECTFUL | CHALLENGING | REWARDING

This role requires you to be physically on-site in a Wawanesa office at all times.

The Wawanesa Mutual Insurance Company, founded in 1896, is Canada's largest mutual insurer, with \$3.9 billion in annual revenue and assets of \$10.5 billion. Wawanesa Mutual, with executive offices in Winnipeg, is the parent company of Wawanesa General, which offers property and casualty insurance in California and Oregon; Wawanesa Life, which provides life insurance products and services throughout Canada; and Western Financial Group, which distributes personal and business insurance across Western Canada. With more than 5,700 employees, Wawanesa proudly serves more than two million policyholders in Canada and the United States. Wawanesa actively gives back to organizations that strengthen communities where it operates, donating well above internationally recognized benchmarks for excellence in corporate philanthropy.

We are currently looking for **dedicated, driven, and enthusiastic** individuals who thrive in an environment that welcomes change and are looking for an opportunity for diverse experience and advancement on a growing team.

Job Overview

Reporting to the Building Services Supervisor, the Building Superintendent at Wawanesa is responsible for the overall maintenance and upkeep of building equipment and functionality, building exterior presentation, and assisting with general building maintenance, while ensuring a professional representation of the Building Services department.

Job Responsibilities

- General maintenance, repairs, and replacement of major building equipment (heating/plumbing/cooling equipment, generator etc.).
- Performs routine maintenance jobs and repairs (movement of office furniture, changing of light bulbs, paint touch ups etc.).
- Troubleshoot equipment issues and malfunctions, assess when the assistance of trades professionals is required, and liaise with trades professionals to rectify issue or malfunction.
- Monitor generator and other equipment gauges/measures on a daily basis to ensure proper functioning levels, identifying and acting on any variance indications.
- Perform landscaping activities and ensure exterior of building is presentable.
- Provide backup and required assistance with building maintenance tasks such as snow removal and supply orders etc.
- Provide assistance and support the facilities leaders - Director, Managers and Supervisor along with other company stakeholders.
- Perform other duties as assigned.

Qualifications

- Completion of Class 5 Engineer certificate program
- 2 - 3 years building maintenance experience
- Valid driver's license is required
- Basic computer skills

- Excellent communication skills, able to express ideas clearly and ensure audience comprehension.
- Keeps abreast of developments in field and applies learning to job related situations.
- Ability to apply a structured approach to problem solving and assess all impacts to arrive at an informed solution.
- Ability to actively look for tasks that might be required and initiates action as required.
- Ability to develop effective plans that define activities, resources, and timelines.

Wawanesa provides its employees with a **respectful, challenging** and **rewarding** environment where they can maximize their potential while contributing to the company's goals. Our full-time permanent employees are provided with **highly competitive compensation packages** (salaries, generous vacation allowance, leave top up, annual bonus plan, premium free benefits and a pension plan). Wawanesa provides a **stable environment** for its employees in today's challenging markets.

Wawanesa is an equal opportunity employer and is committed to fostering a diverse workforce that is equitable and inclusive for all. Wawanesa provides equal employment opportunity to all employees and applicants without regard to an individual's protected status: race/ethnicity, colour, religion, creed, sex or gender, sexual orientation, gender identity or expression, family or marital status, pregnancy/childbirth or related conditions, national origin, disability, military or veteran status, or any other protected status. Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact, in confidence, jobs@wawanesa.com.

If you are interested in this exciting, challenging position with Wawanesa, apply today with your Resume by visiting our [careers site](#).

All Wawanesa job applicants are subject to Wawanesa's [Privacy Policy](#).
