
Maintenance Lead Hand

Job Category: Maintenance

Requisition Number: MAINT001373

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Posted: February 27, 2025

Full-Time

On-site

Winnipeg, MB R3C1C4, CAN

Job Details

Description

Job Description:

Job Summary:

The Lead Hand position supports the Maintenance Manager/Facility Manager & Mechanical Specialist by providing hands on direction, feedback, mentoring and coaching to Maintenance Workers who service and repair Edison buildings and properties. These teams are tasked with routine maintenance, preventive maintenance, and work on capital projects (rehabilitations and upgrades). Tasks cover areas such as electrical, plumbing, carpentry, mechanical, or other trade-related activities. The Lead Hand also provide supervision to contractors, monitoring their performance, and ensuring work is complete and meets the standards set out in the contracts.

Main Responsibilities:

Perform Work in accordance with legislated and company specific safety regulations

- Supervises complement of Maintenance Technician's, General Labourers, along with all other trades in or out of house.
- Complete duties with safety of staff and tenants being the number one priority.
- Reports any unsafe conditions to the Safety Coordinator.
- Responsible training and for safe operation of any equipment, machinery and vehicles operated by staff members.

Operational and Preventative Maintenance

- Oversees, schedules and assigns the work orders in a backup role for the Service Coordinator.
- Articulates expectations for work to staff and follows up as appropriate for quality, completeness and timeliness.
- Supports the Maintenance Manager/Facility Manager & Mechanical Specialist setting the operations and capital budget and timeliness and the preventative maintenance program.

- Obtains quotes for projects and makes recommendations for contract work. Schedules contractors/sub-contractors as needed to complement staff. Responsible for ensuring it is completed to the targeted quality standards, on budget and on time (and to the contract if applicable).
- Assesses needs for tools required by Maintenance staff and communicates to purchasing.
- Develops and implements schedules and procedures for safety inspections of mechanical equipment and systems (i.e. elevators, fire suppression systems) to ensure compliance with building codes.
- Maintains records of building assets and maintenance.

Customer Service

- Interactions with those involved in servicing tenants (our customers) is respectful and clear. This includes managers, Property Managers, Residential Managers and Caretakers.

Reporting

- Use of a Smartphone for texting, emailing and recording work on an app.
- Use of purchase order system to request supplies/tools/equipment.
- Provides timesheet approvals.

Leadership

- Acts as a backup for the Maintenance Manager.
- Provides input for performance management, discipline activities but not responsible.
- Provides direction, feedback, mentoring and coaching to Maintenance Workers.

Other duties as assigned.

Job Requirements:

1. Experience: 4 years of experience with all types of buildings systems and regulations including 2 years in a supervisory role in residential property operations. Technical skill in one or more of the following trades: electrical, plumbing, carpentry, engineering, or other trade related to building maintenance is preferred
2. Education: 3rd Class Power Engineering ticket
3. Experience working in Yardi, the Property Management Software System that Edison Properties uses to manage work-order completion etc. would be considered an asset.
4. Must maintain Valid Class 5 Driver's License and satisfactory driver's abstract
5. Must maintain clear Criminal Record Check and Vulnerable Sector Check
6. Position may require time commitments outside normal hours of work to accomplish duties during periods of heavy work requirements.
7. On-call duties as required
8. Physical requirements include the ability to stand or walk all day and to lift up to 50 kg

Other Benefits

Satisfaction and fun are something we strive for in our work environment, so we offer a friendly and positive work environment along with competitive pay and comprehensive benefits (***that include health, health care spending account, dental, group life, long-term disability, and a group DPSP/RRSP matching program***).

To Apply

Please apply with a cover letter outlining how you meet the job requirements above along with your resume. We thank all applicants, but only those chosen for an interview will be contacted.