

BCMP



Building Construction Mentorship Program

FULL TIME MANITOBA HOUSING BUILDING SUPERINTENDENT TRAINING OPPORTUNITIES ARE AVAILABLE WITH THE BUILDING CONSTRUCTION MENTORSHIP PROGRAM

North- End Community Renewal Corporation (NECRC) /Building Construction Mentorship Program (BCMP) is dedicated to promoting the social, economic and cultural renewal of the North End of Winnipeg. BCMP is a NECRC employment program carried out in partnership with Manitoba Housing (MH). The Superintendent Trainee will adhere to NECRC and MH policies, procedures, and guidelines at all times.

Position: NECRC/ BCMP Superintendent Trainee (Full-Time) Monday to Friday 8 am -5 pm, one hour unpaid lunch

SUPERINTENDENT TRAINING OVERVIEW:

Upon hire, the NECRC/BCMP Superintendent Trainees will receive training from the MH superintendents. Under the guidance and training of the MH Superintendents, the trainees will receive 12 months of instruction and coaching in areas such as cleaning and ground maintenance, general repairs as well as fire safety.

Cleaning and Grounds Maintenance

Cleaning training duties may include sweeping, vacuuming and mopping hallways, cleaning common areas and common area washrooms. Ground maintenance may include grass cutting, snow clearing, litter pick up and gardening.

General Repairs

General repair training duties may include changing faucets, installing handrails, minor carpentry and minor appliance repairs. Additionally, the NECRC/BCMP Superintendent Trainee will learn how to conduct unit and property inspections as well as reporting maintenance emergencies.

Fire Safety

Fire safety training duties will include conducting routine inspections on fire safety systems and equipment and logging observations

SKILLS REQUIRED

- ✓ Initiative, a positive attitude, enthusiasm and determination to succeed
- ✓ An excellent work ethic, attention to detail and genuine interest in and /or knowledge of maintaining and cleaning MH properties
- ✓ Ability to communicate effectively in English (written and verbal) in order to convey information clearly and accurately
- ✓ Effective interpersonal and customer service skills in order to successfully manage tenant concerns
- ✓ Demonstrated workplace knowledge regarding tools, safety equipment, etc. as well as experience in minor plumbing and carpentry repairs
- ✓ Ability to perform minor mechanical maintenance and electrical tasks as well as grounds maintenance and the use of landscaping machinery
- ✓ Ability to manage time effectively as well as organize and prioritize workloads in order to meet deadlines
- ✓ Ability to solve problems and make recommendations

Conditions of Employment

- Must have a current and Satisfactory Criminal Record Check
- Must be physically capable to perform the duties related to the position such as but not limited to snow clearing, grounds maintenance and standing and walking for long periods of time
- A valid Class 5F Manitoba Driver's License and the ability to provide your own transportation and travel within Winnipeg

HOW TO APPLY:

Applicants should send a resume and cover letter outline how they meet the specific requirements of the position to gina.penuela@necrc.org, BCMP Administrative Coordinator

Wage Range: \$13.60 to \$14.16

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.