



ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community. Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

We are proud to be recognized as one of Manitoba's Top Employers of 2023. This honour distinguishes Turning Leaf as a leader in our industry, and as one of the top places to work in the province.

WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

MAKE AN IMPACT

Being a part of the Turning Leaf team means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

JOB SUMMARY

The Maintenance Coordinator will provide general maintenance services and other miscellaneous duties in order to maintain our facilities in Manitoba, this includes office spaces, day programs, residential homes, apartment complexes and individual units. This position will have an afterhours emergency component for residential and SIL programs. It is important for the maintenance coordinator to be careful and thorough in their work, tidying the premises after jobs completed and displaying respectful and courteous behaviour while on site.

The Maintenance Coordinator is under the supervision of the Office Manager and will work alongside other Maintenance Coordinator and is responsible for ensuring the properties are well maintained, aesthetically pleasing and a safe place for all visitors, staff, and the participants we support.

ESSENTIAL REQUIREMENTS

- Cover letter and updated resume
- Available Monday to Friday 9am-5pm comfortable with overtime on call emergency work is required.
- Clear Criminal Record with Vulnerable Sector Check (no older than three months)
- Clear Adult/Child Abuse Registry Check (no older than three months)
- Two years of general maintenance experience; or any equivalent combination of experience and/or education preferred.
- Class 5 Power Engineer Certificate is considered an asset.
- Knowledge of equipment, tools, and procedures of grounds construction and care
- Knowledge of fertilizers, insecticides, and herbicides used in grounds care and gardening.
- Experience operating grounds maintenance and grounds construction equipment such as snow blowers, weed whackers and lawn mowers would be an asset.
- Able to safely lift objects up to 50 lbs
- Ability to understand verbal directions and closely execute tasks with minimal supervision.
- Drivers license with reliable vehicle and a clear drivers abstract is required.
- Available to travel to rural communities on request.
- WHMIS training is considered an assist
- PHIA training is considered an assist
- Three employment references

QUALITIES AND QUALIFICATIONS

- Strong interpersonal skills, the ability to maintain a courteous interaction with all levels of personnel, treat all with dignity and respect, and open and receptive to people's needs at all times.
- Pro-active and works well independently.
- Sound understanding of computer basics.
- Excellent communication skills
- Excellent eye for detail
- Ability to handle confidential information and act with discretion in all matters at all times.
- Adapts to new processes, technology, and unexpected projects/requests.
- Skilled at prioritizing tasks and action items, with strong time management skills
- Provide a consistent work ethic.
- Demonstrates fiscal responsibility and accountability.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

General Office Maintenance:

- Daily inspection and removal of trash as needed from office spaces
- Restock all paper products and hand soap as needed
- Replacing light bulbs
- Semi annual replacing of furnace filters and air vent inspections
- General repair of toilets/sinks/shower
- Carrying boxes to basement and bring items up as requested
- Inventory of supplies (i.e., garbage bags, cloths, cleaning solution, paper products) and notify the office manager when they need to be reordered.
- Organizing/maintenance of head office garage space
- Other duties may be assigned

Office Landscaping Maintenance:

- Daily inspection and removal of trash from outside garbage bins, as well as all debris on properties
 - Clean cigarette receptacles monthly
 - Sweep, rake and shovel any unnecessary debris, leaves from all entrances and walkway areas.
- Perform landscaping and lawn care for green space area:
 - Watering plants
 - Remove weeds from flower beds, pots, and other ground areas.
- Wash outdoor main floor windows and doors on a regular basis including:
 - Entrance and common areas
 - Pressure wash surrounding areas of the buildings, this includes all entrances, corridors, walls, loading docks, patios, ramps & railings.
- Install, repair, and replace any outside lighting, gates, fencing, posts, and bicycle racks, as well as paint/touch up all signage on grounds.
- Snow removal and shoveling of snow in winter months for all access areas to our buildings.
 - Spreading of salt, sand and/or ice Melter when necessary, on all access areas to our buildings
- Preparing outdoor areas for various weather conditions by weatherproofing, covering outdoor furniture with tarps, tying down unsecured items, etc.
- Ensure all grounds maintenance equipment is kept up to date, operational and safe to use.
 - Perform equipment inspections and repairs as needed, e.g., annual oil changes on lawn mower, weed whacker and pressure washer etc.
- Other duties as may be assigned.

Assist with maintenance duties when requested for Turning Leaf Residential homes, Supported Independent Living and Day Program locations:

- Replacing smoke detectors
- Installation of security systems under direction from the I.T department
- Changing of locks and cutting of new keys
- Basic carpentry
- Preventative maintenance
- General repairs/replacement of
 - drywall
 - painting
 - doors
 - windows
 - baseboard maintenance (wood/vinyl)
 - plumbing of toilets/shower drains/sinks
- Other duties may be assigned

BENEFITS

- Salary paid
- Enrollment in corporate cell phone plan
- Health Benefits immediately
- GRRSP Program (optional)
- Paid Wellness Time
- Bereavement and Compassionate Care Time
- Mileage and Expenses Reimbursement (must be pre-approved)

- Employee Assistance Program (EFAP)
- Three weeks vacation

HOW TO APPLY

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their resume and salary expectations to careersmb@tlservices.ca We thank all applicants, but only those being considered for an interview will be contacted.

Turning Leaf Services is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. Turning Leaf offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.