Job Title: Head of Maintenance/Property Manager  
Hours: Full-time, Rate of Pay: TBD, Benefits Included  
Application Deadline: February 21, 6 PM MST

The Whyte Museum of the Canadian Rockies in Banff is looking for a highly motivated, team oriented Head of Maintenance/Property Manager to manage the Whyte Foundation’s commercial and residential properties in Banff. This position supervises a staff of two maintenance workers to ensure the effective and efficient maintenance of all properties. It is critical that these properties be maintained in a timely and responsive way.

Duties and Responsibilities:
- Responds and resolves tenant concerns regarding mechanical, electrical, or site issues as and when required by tenants
- Ensures overall caretaking and maintenance on Foundation buildings and grounds
- Prepares museum spaces and handles all materials and equipment in connection with Museum Division exhibitions and programs
- Ensures that all Foundation shipping and receiving activities are effectively carried out
- Oversees contractor selection and coordinate contractor activities including quotations, repairs and installation of equipment
- Performs inspection and maintenance of mechanical rooms, fire sprinklers, emergency lights, low pressure steam and water boilers (not an all-inclusive listing) etc.
- Supervises and evaluates the activities of the maintenance department’s Maintenance Assistant and Caretaker and other part-time or temporary staff working in the department

Qualifications:
The successful candidate will have:
- Minimum of three years’ experience in a senior maintenance capacity
- Certification in a recognized program of building maintenance
- Experience with HVAC, electrical, emergency electrical systems, other mechanical systems, and fire alarm systems pertaining to building operations
- Demonstrated understanding of building and grounds infrastructure management
- Valid driver’s license with clean driving abstract
- Demonstrated ability to supervise maintenance staff
- Demonstrated ability to carry out minor repairs and servicing of departmental equipment
- Frequent interaction with tenants, coworkers, management and guests
- Willing to work on-call (rotating weekends and after-hours)
- Possess excellent mechanical ability and knowledge
- Able to train staff and give direction
- Oversee contractor selection and coordinate contractor activities including quotations, repairs and installation of equipment
- Coordinates and plans maintenance work to ensure maximum reliability of all equipment, considering safety, financial constraints, skills, and lead times
- Participate in recruiting, developing and continual training of the maintenance staff and evaluating their performances on a monthly basis

All interested applicants please apply to: humanresources@whyte.org with subject title Re: Head of Maintenance/Property Manager by February 21, 2020, 6 PM MST.