



**TENTEN SINCLAIR HOUSING INC.**

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**JOB TITLE:**  
**Assistant Maintenance Engineer**  
**Full Time: 80 hours bi-weekly**

**LOCATION:**  
**1010 Sinclair Street.**

**REPORTS TO:**  
**Manager of Building Services**

**CLOSING DATE:**  
**February 19, 2018**

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Ten Ten Sinclair Housing Inc. is a non-profit consumer driven organization that provides housing and attendant services to support people with physical disabilities to live independently in the community.

The Assistant Maintenance Engineer has overall responsibility for supporting the Manager of Building Services manage the physical portfolio of about 150 housing units in four properties. The position has responsibility for: the management of repairs, maintenance and upgrades; management of caretaking, snow removal, third party contractors, and; direct responsibilities with tenants.

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**MAJOR QUALIFICATIONS:**

- Training in Building Systems Management.
- A thorough understanding of electrical, mechanical, and structural building components.
- On Call Responsibilities – Snow removal a part of on call duties.
- Knowledge of Fire Life Safety, WHMIS, Workplace Safety & Health, and Residential Tenancies Act issues.
- Ability to maintain strict confidentiality of private information.
- Working knowledge of Microsoft Office and building security software.
- Ability to address tenant issues, work with the public and staff in a courteous manner.
- A Journeyman status in a building trade with related experience in maintenance of mechanical and HVAC systems, or a 5<sup>th</sup> Class Power Engineering Certificate. Preference to Electrical trade designation would be an asset.
- Successful criminal records check is required.

Salary Range: \$41,475 - \$42,744

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Please forward career resume and cover letter to 1010 Sinclair Street, Winnipeg, MB, R2V 3H7, Attention: Debbie Van Ettinger, Managing Director. Only those selected for an interview will be contacted. Email: Patricia Mason: pmason@tenten.mb.ca