

## **Job Posting – Maintenance Supervisor**

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### **Corporate Overview:**

Hallmark Housekeeping Services Inc. is Canada's premium building service provider, leading the industry in sustainable and innovative solutions. Our focus is to service our customers by providing a consistent and superior level of cleaning services in an economical, safe and environmentally responsible manner.

### **Position Summary:**

Oversee all equipment deployment, repairs and maintenance operations of the company. To be well-versed in all maintenance processes, and health and safety regulations. The ideal candidate will also have aptitude in undertaking administrative tasks such as reporting, budgeting, closing work-orders, etc. The goal is to ensure the company's equipment and maintenance programs are well-cared for and adequate to support the company's business operations.

### **The responsibilities of this position include but are not limited to:**

- Perform and oversee all equipment repairs and preventative maintenance activities.
- Coordinate and work with maintenance team to ensure efficient completion of service requests
- Responding quickly to emergency/unscheduled equipment service request calls
- Sourcing and ordering parts from manufacturer and distributor partners.
- Track & manage all maintenance records and cost using in-house service tracking barcode software.
- Organizing and scheduling the deployment and training of new equipment with operations team.
- Manage outside contractors when necessary
- Perform equipment and inventory audits of company service accounts using our asset tracking software, identify and resolve issues.
- Maintain an orderly and accurate parts inventory for maintenance team.
- Maintain safe working conditions and adhere to occupational health and safety regulations
- Keep maintenance shop/warehouse cleaned and organized.

### **The ideal candidate will possess the following skills and qualifications:**

- At least 5+ years maintenance or mechanic experience
- Basic knowledge of electrical principles
- Possess strong organizational and time management skills
- Working knowledge of cleaning machines, vacs and auto-scrubbers.
- Hold a valid driver's license
- Excellent communication and interpersonal skills

**Position Start Date: ASAP**

**Application Deadline: ASAP**

**Please forward your Resume and Cover Letter to the Toronto Head Office (Attention to: Senior Vice President) via email or fax:**

**EMAIL:**  
[careers@hallmarkhousekeeping.com](mailto:careers@hallmarkhousekeeping.com)

**FAX:**  
(416) 748-0333

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