



Maintenance Supervisor

Do you want to work for a company that helps build clean, healthy indoor air environments? BGE is looking for a jack of all trades with a customer oriented personality to work alongside our **Edmonton team** in the role of **Maintenance Supervisor**. Our ideal candidate for this role will encompass and live our core values of: **Together We Are Better, Striving For Excellence, and Be the Experts**.

The Maintenance Supervisor is responsible for preventative maintenance and repair of manufacturing facilities equipment, while also overseeing building needs within the Corporate Head Office/Edmonton branch building.

To ensure success, the Maintenance Supervisor will display strong problem solving and decision-making skills, with a solid understanding of mechanical equipment, repairs, refurbishments, and managing staff. Top candidates will excel at equipment maintenance procedures and have extensive knowledge of health and safety regulations and practices.

The Company:

BGE provides services and products to organizations that care about clean air. Through its focus on strong customer relationships and an integrated service and product offering, BGE delivers industry knowledge and advisory support, enabling organizations to build and maintain clean, healthy indoor air environments.

Responsibilities:

- Follow and contribute to BGE's company Safety Program
- Inspect equipment regularly to identify problems and necessary maintenance
- Maintain all inventory and equipment, and ensure proper operation
- Prepare weekly maintenance schedules and allocate work as per forecast workloads
- Supervise and train workers/contractors on performing maintenance procedures and repairs
- Ensure all outside contractors have required insurance coverage
- Coordinate daily cleaning and maintenance activities
- Oversee all repairs and ensure that work is completed on time
- Pick up maintenance parts and supplies as necessary
- Conduct preventative maintenance work
- Conduct safety inspections as scheduled
- Prepare maintenance reports summarizing mechanical work performed



Qualifications:

- Electrical degree or diploma
- 2 years of experience as a Maintenance Supervisor
- Strong knowledge of mechanical equipment, electronics and maintenance
- Solid understanding of health and safety regulations and practices
- Good organizational and leadership skills
- Attention to detail
- Excellent communication and interpersonal skills
- Works well under pressure and meets tight deadlines
- Comfortable using computers, including email
- Good time management skills
- Strong decision-making and problem-solving skills

Please submit your resume and cover letter to careers@bgecleanair.com and reference the job title and location when you apply.

BGE hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.

We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.