

## PERMANENT EMPLOYMENT OPPORTUNITY

### Building Superintendent

*Halifax Nova Scotia*

### About the Workers' Compensation Board of Nova Scotia

The Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.



### About the Role

The WCB Nova Scotia is seeking a Building Superintendent to join the Corporate Operational Resources Team (CORE) to ensure the successful operation of our Halifax office through the coordination of preventative maintenance (e.g. fire/life safety, parking, repairs, etc.) building security, and supporting other CORE-related projects such as wall repairs, bathroom renovations, HVAC repairs etc.

The building Superintendent will also champion contractor safety within our office, be an active member of the Risk Response Team, coordinate CORE's contribution to the annual Certificate of Recognition safety audit and lead the fire and life safety program for the facility.

The position will be responsible for the following:

- Providing on-site supervision and liaison with all external contractors for construction projects
- Delivering the preventative maintenance program (including document management, reporting, ongoing development, and annual reviews), maintains inventory control of maintenance and cleaning supplies.
- Locates and sources supplies of furniture; and assists other maintenance staff in maintaining security measures and distributing stock as required.
- Leading the coordination of semi-annual physical inspections of the workplace
- Maintaining a regular schedule for shredding, prepares space and assists with physical aspects of internal staff moves.
- Monitor heating and ventilation daily; and perform emergency cleaning, garbage/snow removal and minor repairs as required.
- contribute to the training of Building Wardens and Evacuation Leaders, arranging fire drills, monitoring the safety leader boards and other related tasks.

### Your Experience & Skills

- Minimum of a two-year diploma in building manufacturing fields  
**AND**

- A minimum of five (5) years' experience in building maintenance including experience that has produced knowledge of plumbing, carpentry, electrical, HVAC and/or security functions, with at least three (3) years' experience leading and coordinating contractor projects.
- Experience in reading and interpreting building drawings as well as applicable codes and standards is required.
- Experience in planning office layouts for renovations and experience in coordinating physical moves of equipment and people would be an asset.

**We offer a competitive compensation package ranging from \$57,423 - \$71,781.**

## Application Details

Please email your resume and cover letter as one document with your name and the job title in the document title (Microsoft Word format) to [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca) by **4 pm, March 15, 2024**. In the subject line of your email, please quote competition number: **JV 31-24 EXT** Building Superintendent.

**We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews (virtual or in-person). Please note: WCB is required to check all employment references before presenting an offer to the successful candidate.**

## Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care, and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

## Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resources team by email at [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca). All information received will be kept confidential.