

Who We Are

[Shorefast](#) is one of North America's most creative and notable social enterprises and the charitable organization behind the world-renowned **Fogo Island Inn** and **Fogo Island Arts**. Shorefast's work has garnered significant international interest including a feature on [60 Minutes](#) and named in The New York Times' [52 Places for a Changed World](#).

Shorefast is committed to building economic and cultural resilience on Fogo Island while making it possible for local communities to thrive in the global economy; we're forging a new path at the intersection of business, philanthropy, and community economic development.

The Opportunity

The **Maintenance Team Lead** based on Fogo Island, will support the Maintenance team in performing a variety of functions. The **Maintenance Team Lead** will report to the Director, Construction, Facilities Systems and Special Projects. Working in a fast-paced environment, the incumbent will demonstrate a positive can-do attitude, while ensuring the Shorefast's maintenance team is supported, and the department is organized to run in a smooth manner.

What You'll Do

- The Maintenance Team Leader will lead maintenance teams responsible for repair of electrical, plumbing, heating, ventilation, air conditioning (HVAC), carpentry, painting, and other building systems.
- Planning, coordinating repairs, maintenance, and refurbishments of all systems for Shorefast properties.
- Monitors and keeps accurate records of all repairs and maintenance performed by Maintenance Team.
- Must be knowledgeable in the use of computerized programs and systems, including word processing, e-mail and maintenance management software. Experience with IQtrac a huge asset.
- Ensures the implementation of continuous preventative maintenance programs.
- Ensure tasks are scheduled, assigned and completed properly by the maintenance team.
- Responsible for ensuring the maintenance and cleanliness of all Shorefast Properties and tools and equipment in all shop areas.
- Establish proper inventories of materials, parts and products.
- Source and prepare orders of material and parts as needed.
- Enforce and follow all applicable safety rules and procedures and ensure all maintenance team members are adhering to safety standards.
- Work in a collaborative and positive manner with all members of the Shorefast team.
- Must be willing to work weekends and overtime as necessary.
- Other duties as required.

Qualifications you'll bring

- Relevant education at the post-secondary level (degree or diploma), red seal certification in a trades related field or equivalent experience.
- Red Seal Certification in Refrigeration or HVAC considered a strong asset.
- Minimum of five years experience supervising maintenance programs considered a strong asset.
- Valid Canadian driver's license is an essential requirement.
- Must be able to communicate effectively, both orally and in writing.
- Computer skills such as using Microsoft Office, Adobe Acrobat, maintenance based software and email.
- Capable of maintaining accurate, up to date records.
- Possess a demonstrated ability to effectively organize and lay out work programs.
- Must be able to produce accurate reports and written recommendations.
- Be a proven and strong team player.
- Positive, outgoing, ambitious, and energetic.
- Organized and strives for perfection.
- Team player with a roll up your sleeves approach to getting the job done.
- A passion for small communities.

What we offer:

- An engaged, highly supportive, and collaborative environment
- The opportunity to work in a thriving social entrepreneurship
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization
- Competitive salary and compensation plan
- A dynamic culture that encourages and rewards the entrepreneurial spirit



To Apply:

Submit a cover letter & resume to careers@shorefast.org subject line **Maintenance Team Lead**

Deadline for Applications: **October 1st, 2023 or Until Filled**

We are grateful for all applications but only those selected for an interview will be contacted.

Questions about this position may be directed to: careers@shorefast.org

About Shorefast: www.shorefast.org

About Shorefast & Fogo Island: [Strange and Familiar](#)