



SHAPE THE
Future



173803 – Provincial Maintenance Manager – Department of Housing and Communities – Permanent

Government of PEI

Sherwood Business Centre - 161 Saint Peters Road, Charlottetown, Prince Edward Island C1A 2Z3

1 Position available

Published on: June 12, 2026

Expires on: June 29, 2026

JOB DESCRIPTION

The Department of [Housing and Communities](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

The Provincial Maintenance Manager is responsible for asset management of greater than 1,700 social and supportive housing units as well as four other facilities across PEI. This requires extensive skills in the planning, coordinating and implementation of the preventative maintenance, emergency and regular maintenance programs, as well as building renovation and upgrades and capital planning for new and replacement builds.

This position maintains a high level of technical expertise in the interpretation of code compliance requirements, provincial codes and regulations, national fire code and OHS requirements, and in budgeting and implementing projects. This position provides direct supervision, leadership and guidance to three regional supervisors and 35 permanent maintenance and service worker staff and provides guidance to nine family housing boards in their maintenance and capital needs. The position reports to the Director of Housing Operations.

Duties will include but are not limited to:

- Maintain a high level of technical expertise in the interpretation of code compliance requirements for complex buildings (provincial codes and regulations, national fire codes, and OH&S requirements);
- Identify and coordinate the ongoing needs of the architectural, structural, mechanical, electrical, and grounds keeping components by developing and implementing operations and maintenance work plans and strategies for properties;
- Manage and provide support to maintenance supervisors who are responsible for direct supervision of maintenance staff that includes licensed trades, skilled labourers, and cleaning staff to ensure operational efficiency and worker safety;
- Advise maintenance staff and contractors about safe work practices, to ensure occupant safety (air quality, hazardous material management, etc.)
- Administer and coordinate operations and maintenance of these complex buildings to ensure the building operates as designed by working directly with architects, engineers and working with authorities that have jurisdiction;
- Create operations and maintenance work plans and strategies to encompass a broad spectrum of services with the prime objective being to operate, maintain, and improve each asset by ensuring reliable, safe, healthy, energy efficient, and effective building performance throughout each building's life cycle;

Job type
Permanent / Full-time

Work shifts:
Day

Work schedule:
37.5 hrs/week

Work location
On site

Salary:
\$89,739.00 - \$110,526.00 CAD
Yearly

Additional information

Job Opening ID:
• 173803

Department:
• Housing and Communities

Division:
• Housing

Location:
• Charlottetown

Pay Level:
• 20

Hourly Salary Range:
• \$46.02 - \$56.68

Employment Type:
• Permanent

Employment Percentage:
• 100

Closing Date:
• Monday, June 29, 2026 4:00 p.m.

- Identify short term and long-term requirements and rationale for renovations or repairs to buildings by completing yearly inspection and assessment of properties and buildings together with a preliminary opinion of probable costs (cost estimates);
- Liaise with client groups, service providers, or stakeholders to minimize potential impact of building work. Maintain contact throughout the project addressing questions/concerns/changes;
- Respond to and make decision related to policy interpretation to ensure conformity with departmental policies and objectives, maintenance scheduling/procedures and client/staff issues/resolutions;
- Based on inspection of existing properties and social housing demand (the Housing Registry), create a proposal (annual and 5 year) to renovate / upgrade existing buildings and / or build new units to meet client needs;
- Participation in the annual operational and capital budget process, including on-going budget review, forecasting and identification of budget stressors;
- Create a positive teamwork environment; maximize staff motivation and engagement through support, clear communication, opportunities, challenges and education of staff; and
- Other Duties as required

Minimum Qualifications:

- Must have a university degree in Engineering, Architecture, Business or a related field;
- **Demonstrated equivalencies will be considered;**
- Extensive experience in the building construction and/or building maintenance industry and/or in building administration and supervision;
- Considerable Supervisory experience in a unionized environment;
- Considerable experience in property maintenance, and project planning, monitoring and finalization;
- Experience working with the National Building Code;
- Experience in estimating, budget management, analysis and forecasting;
- Experience in records management processes, policy development and implementation, and experience generating a variety of reports;
- Ability to read and interpret blueprints and general knowledge of building mechanical and electrical systems is required;
- Ability to work collaboratively and maintain effective partnerships;
- Excellent interpersonal and communication skills (written and verbal), organizational, time management, problem solving, conflict resolution, leadership and team building skills;
- Ability to plan and think strategically and work independently with minimal supervision;
- Must be able to provide technical advice, guidance, leadership to staff and peers while researching and resolving issues that arise daily;
- Experience and knowledge of various computer programs (Microsoft Office Suite (Word, Excel, Microsoft Access, etc), E-mail, other basic office software) is required;
- Good previous work and attendance record, acceptable criminal record check, vulnerable sector check, and credit check;
- The employee is required as a condition of employment to provide a motor vehicle for the purposes of carrying out employment functions as well as valid driver's license;
- Experience with computerized Building Management Systems is an asset;
- Trades Qualification certificate in carpentry, plumbing or electrical trades supplemented by Red Seal Endorsement is an asset; and
- Understanding of preventative maintenance programs; direct experience would be an asset.

This competition may be used to fill future job vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.

Please ensure that the appropriate Posting ID number is stated on all application forms. You

Open To:

- Public

Union:

- Excluded

Required documents

- Resume

Optional documents

- Cover Letter

Work Permit If you are not a Canadian citizen or permanent resident, please upload a copy of your valid work permit confirming your authorization to work in Canada.

- Certifications** If you hold any of the required or preferred certifications mentioned in the job posting, please upload them here.

- Other

International Education – If you earned your credentials outside of Canada, please upload any International Education Credential Recognition documents you have.

can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

Voted as one of Forbes' top 45 Best Employers in Canada for 2026

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

BENEFITS



4 weeks paid vacation annually, as per the Terms and Conditions for Excluded Employees



Employee assistance program



Pension Plan



Employer-paid health and dental benefits