Building Maintenance Supervisor

Wickaninnish Inn

Job ID
9881

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LOCATION	DATE POSTED	EXPIRY DATE
500 Osprey Lane, Tofino, BC| British Columbia	13-06-2026	10-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 56,000.00	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Join our team as a Building Maintenance Supervisor, where you have the opportunity to learn and grow in a Relais & Châteaux property recognized by Forbes, Michelin Key, AAA Four Diamond, and Travel & Leisure's World's Best Hotels.

We are dedicated to fostering a culture of belonging where every individual is appreciated and valued for who they are. We are passionate about providing a supportive environment for our team, delivering excellence to our guests while achieving the highest sustainability practices, and creating a lasting legacy for our families and communities.

The Building Maintenance Supervisor is a hands-on position assisting the Maintenance Manager in daily operations of the Maintenance team. The Maintain Supervisor will assign, prioritize and inspect all daily tasks performed by the Maintenance team members, work on specialty projects such as carpentry, plumbing, electrical, HVAC, refrigeration and landscaping. Perform preventative maintenance and complete all daily administrational task required including updating mangers log, Maintain X, ordering, payroll, scheduling and performance management. The Supervisor will participate in budgetary discussions, purchasing and inventory management. In absence of the Maintenance Manager, the Supervisor will be the main point of contact for Leaders and Team Members for all matters relating to Maintenance.

NOC Code: 72014

Salary is $56,000.00 per year. Financial commitment incentive and team housing is available. Salary may be increased due to annual salary reviews, provincial minimum wage changes or at the employer's discretion. 1 position available.

Benefits: Group insurance benefits (incl. vision care benefits, dental care benefits, life insurance, travel insurance), RRSP matching, gratuities, and other benefits (incl. Hotel/Restaurant discounts, free parking, wellness programs).

As a Building Maintenance Supervisor you will:

• Be responsible and accountable for the actions of all Maintenance Team Members. Assist the team as they strive to ensure efficient and personalized guest service meeting and exceed Relais & Chateaux and Forbes 4- & 5-star Standards
• In the absence of the Maintenance Manager, be the contact person for all guests, team members and leaders, who may be requiring immediate assistance from the Maintenance Department and/or follow up with guest concerns as necessary

• Assist the Maintenance Manger with all Human Resource functions within the Maintenance Department.
• Be an excellent example of leadership, provide training and mentorship.
• Contribute and assist in creating a positive atmosphere for learning & development for the Maintenance Team Members
• Assist in creating, implementing, monitoring, and continually improving systems designed to organize and control the efficient flow of daily use items, tools, furniture & equipment supplies through the Maintenance Department
• Participate in the achievement of the annual budget for the Maintenance Department, as directed by the Maintenance Manager

The Wickaninnish Inn is committed to the principles of equality and diversity in the workplace. We aim to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experience.

Our ideal candidate will embody the West Coast culture, while still being committed to the art of hospitality and pursuit of excellence. They will have:

• Exemplary customer service skills and a demonstrated willingness to exceed guest expectations are the minimum expectations for all Wickaninnish employees.
• Superior mechanical, electrical and plumbing knowledge including troubleshooting issues.
• The ability and desire to lead a world-class team.
• Superior leadership and human resources skills.
• Excellent interpersonal, verbal and written communication skills.
• Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem-solving skills.
• Knowledge of financial statements as well as the budgeting process, scheduling, and effective cost management.
• Working knowledge of MaintainX, Microsoft Office.
• The flexibility and enthusiasm to work evenings, weekends and holidays.
• A valid BC Class 5 Driver's License. Applicants must be eligible for a BC Class 5 driver’s license and have a minimum of two years of clean driving experience in their home country.
• Minimum of 2 years' experience in several of the following fields: carpentry, mechanical, HVAC, refrigeration, electrical and plumbing including troubleshooting issues.
• A Red Seal or international equivalent trade qualification considered an asset.
• The ability to supervise, coordinate and schedule the activities of construction workers engaged in bricklaying, roofing, cement finishing, tilesetting, plastering, drywall installation, glazing, insulating and painting, and workers who install and service prefabricated products in residential and commercial properties, as well as workers who repair a wide variety of products, such as musical instruments, sports equipment, vending machines, bicycles and cameras.
• The ability to establish methods to meet work schedules and coordinate work activities with other subcontractors.
• The ability to resolve work problems and recommend measures to improve productivity and product quality.
• The ability to requisition materials and supplies.
• The ability to train workers in job duties, safety procedures and company policies.
• The ability to prepare work progress reports.
• The ability to supervise, coordinate and schedule the activities of related apprentices, helpers and labourers.
• The ability to make a 2-year commitment to the position.

To apply for this career opportunity, please send your resume and cover letter to Jobs@wickinn.com.

By submitting an application, you are attesting that the information given is accurate and you give consent to The

Wickaninnish Inn to verify through means of previous employer contact and collection of information directly or indirectly through public social media. As we receive a high volume of e-mails, we are only able to respond directly to you if your Resume and interests align with our currently available positions.

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