

A Better Tent City Site Superintendent Role / Job Description

Context

A Better Tent City (ABTC) was established in April of 2020 as alternative housing for people experiencing homelessness. It is committed to providing residents with temporary, safe, affordable housing in an environment where they are respected and supported.

The site houses approximately 40 tiny cabins, a common building that includes kitchen and laundry facilities, washrooms, showers and a shared living and dining space for residents.

Community organizations provide essential services for residents on site including access to medical care, harm reduction, and a daily evening meal.

ABTC has two live-in Site Coordinators who provide on-site leadership in all ABTC matters and share responsibility for fostering a collaborative and cohesive community. Together they work to provide a safe, caring and functional home for ABTC residents.

Responsibilities

The primary responsibility of the Site Superintendent is the maintenance, cleanliness and safety of the site's grounds and buildings, in tandem with the Site Coordinators and in pursuit of ABTC's mission.

Maintenance, Cleanliness and Safety

That primary responsibility includes the following:

- promoting and supporting the safety of residents, staff and visitors;
- ensuring all interior common areas (including kitchen, washrooms, showers, laundry, living and dining spaces) are in a good state of repair and cleanliness;
- ensuring the grounds are kept clean and free of garbage and debris (i.e. garbage, compost and recycling is collected and placed in the dumpster and appropriate bins);
- arranging for removal of waste and recycling as required;
- arranging for the safe storage of supplies, tools and equipment;
- ensuring all tools and equipment are in safe and effective operating condition;
- inspecting all buildings (including cabins) for maintenance / safety issues and dealing with them in a proactive or timely and reliable manner;
- engaging residents in a positive and respectful way to assist with maintenance and repair projects;
- arranging for seasonal services (e.g. snow removal);
- engaging outside contractors if / when needed for the site's maintenance and safety, including:
 - collecting quotes and submitting them to the Board for approval;
 - providing advice and guidance to the board to inform contractor selection;
 - supporting contractors and their staff as they work on-site;

- purchasing and managing inventory of supplies required for site and equipment maintenance and maintaining accurate records of stock control, invoices, reimbursements, etc.;
- performing and documenting inspections for fire safety equipment and assist with annual fire inspection; and
- responding appropriately and professionally to emergencies

Relationship with Peers

- Demonstrating mutual respect, collaboration, and reliability working alongside or with other team members or on-site volunteers supporting the positive operation of ABTC and the pursuit of its mission

General

- Acting as a mentor to other staff, volunteers and residents;
- Liaising with municipalities, healthcare agencies, and other community partners on behalf of residents and the project
- Orienting, training, coordinating and supervising volunteers in maintenance, cleaning and repair tasks as appropriate;
- Greeting, escorting and assisting volunteers on the site; and
- Other duties as assigned

Required Knowledge, Skills and Experience

- Demonstrated competence in property maintenance, cleaning and safety
- Experience and / or ability to coordinate and oversee work with contractors
- Familiarity with safety / emergency regulations
- Familiarity with housing and support systems for people experiencing homelessness
- Team building skills, ability to create trust relationships with residents
- Strong communication and interpersonal skills, particularly when relating to diverse groups / individuals and those with addiction and / or mental health challenges

Work hours and schedule: 40 hours / week – allocation of hours (both on and off site) is flexible according to the needs of the community.

Accountable to: ABTC Board of Directors