



Maintenance Superintendent

Full-time

Wycliffe College is currently seeking to fill the full-time position of Maintenance Superintendent.

The Maintenance Superintendent will care for the Wycliffe College building, including classrooms, residence rooms, apartments, and offices, the Principal's Lodge, and the College grounds.

The successful candidate will have strong organizational and communication skills, experience with construction and building systems, a thorough problem-solving approach, and an aptitude for creative hands-on solutions. They will demonstrate an ability to interact with a range of people, from staff colleagues to students living in the building, and to oversee a team of staff with professionalism. The position requires someone who is comfortable working as an in-house handy man, but who also appreciates historic buildings, with the unique challenges and opportunities that they often present.

Overview of Duties:

Performing, Overseeing and Outsourcing Repairs & Renovations

The Maintenance Superintendent will be responsible for providing and overseeing maintenance and repair to the interior and exterior of both the College and the Principal's Lodge, including equipment, mechanical, and structural systems. The Superintendent will be responsible for performing these repairs themselves where possible and contracting out when necessary. Basic carpentry, plumbing, drywall, painting, and flooring installation are all within the scope of this role.

The Maintenance Superintendent will recruit, coordinate, and approve all sub-contractors, including architects and engineers, for quotes and jobs as necessary, while working with the Chief Operating Officer to stay within budget.

Maintaining Inventory and Equipment

The Maintenance Superintendent will manage the maintenance inventory, equipment, and workshop, including appropriate cleaning materials, safety gear (PPE), and tools for their staff.

Facilities, Events & Groundskeeping

Wycliffe College hosts many events, and the Maintenance Supervisor will coordinate the set-up and tear down of different events across the College with the relevant departments. The College also serves as a residence for the wider University of Toronto in addition to hosting its own students, and the Maintenance Supervisor will manage the maintenance requests submitted by students and staff. Groundskeeping in the summer may involve lawncare and light landscaping, and in the winter may involve snow removal and ice management.

Supervising Staff

The Maintenance Superintendent will oversee and manage a team of 3-5 people, including a Maintenance Assistant and Housekeeping Staff. They will schedule, assign duties, oversee work, conduct performance evaluations, hire, train, and provide development opportunities for the team.

Qualifications/Experience:

- Minimum three (3) years relevant experience working in an environment overseeing maintenance and licensed trades people.
- Experience working in construction trades, building renovations, or contracting.
- Professionally conversant in all areas of building trades, such as plumbing, electrical, flooring, roofing, carpentry, and HVAC.
- Demonstrated ability to understand building operations, floor plans, equipment and related health and safety and cleanliness standards.
- Knowledge of Occupational Health and Safety Act.
- Ability to accommodate a schedule that will require some evening work for events and availability for after hour emergencies.
- Experience with Microsoft Office tools and Teams environment.
- Prior experience supervising a team.
- Experience in an educational setting is preferred.
- Familiarity and comfort level working in a Christian setting.

Wycliffe College is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact wycliffe.hr@utoronto.ca

About Wycliffe College

Founded in 1877, Wycliffe College is a graduate school of Theology within the Toronto School of Theology (TST) and affiliated with the University of Toronto, one of the world's leading research universities. Wycliffe offers conjointly awarded graduate degrees through the University of Toronto and serves students preparing for ministry, academic scholarship, and leadership in the church and society.

The College is rooted in the evangelical and Anglican tradition and committed to the study of Scripture as foundational for Christian faith and practice. Its ethos values intellectual rigour, spiritual vitality, and service to the wider church.

Deadline for Application is: March 10, 2026

Please send resume and letter of interest to: wycliffe.hr@utoronto.ca

For more information about Wycliffe College, please visit www.wycliffecollege.ca