

Employment Opportunity – Maintenance General

The Medicine Hat Community Housing Society (MHCHS) is seeking to fill a full time position within the Maintenance Department. The Maintenance General position performs a variety of maintenance and grounds keeping tasks, and works 40 hours per week, typically Monday to Friday 8 am - 4:30 pm.

Key position responsibilities

- Professional and timely maintenance of all housing facilities, systems and equipment associated with MHCHS owned and managed properties in coordination with the Maintenance Lead Hand.
- Maintains the cleanliness of MHCHS owned and managed properties consistent with MHCHS operating guidelines and standards.
- Performs minor interior and exterior building repairs and carries out routine preventative maintenance and building inspections.
- Perform general landscaping duties on MHCHS owned and managed properties such as lawn care (e.g. fertilizing, cutting, trimming, pest control, etc.), tree and hedge trimming, sprinkler maintenance, garbage removal, gutter cleaning and minor repair, snow removal duties.
- Perform duties associated with delivery and removal of appliances and equipment (e.g. fridges, stoves, hot water tanks, etc.).
- Documents and reports necessary repairs and potential problems to Management.
- Completes thorough records related to completion of maintenance work orders and related paperwork.
- Professional tenant relations and customer service, projecting a positive image of self and organization to the public.
- Assist with the general security of MHCHS owned and managed properties and ensure the safety of MHCHS tenants, visitors and general public while performing duties.
- Responds to inquiries, provides information and assists in resolution of operational issues identified by tenants, following MHCHS processes and procedures.
- Assist with on-site supervision of contractors.
- Other duties as assigned by the Facility Operations Manager and / or Maintenance Lead Head.

Key Requirements

- 1 - 3 years practical experience in building maintenance, custodial and/or grounds maintenance.
- Successful completion of Grade 12 or high school equivalency diploma.
- Demonstrated working knowledge and ability to use power and hand tools and equipment.
- Working knowledge of custodial techniques, cleaning equipment and cleaning supplies.
- Mechanical aptitude with basic understanding of general maintenance principles.
- Ability and flexibility to adjust to changing priorities and deadlines.
- Ability to work with limited direction and solve routine work problems.
- Ability to communicate effectively, orally and in writing with fellow employees and members of the general public.
- Ability to make sound decisions using good judgement.
- Ability to establish and maintain positive working relationships with co-workers, contractors, tenants and general public.
- Reliable and dependable.
- Ability to work within established policies and procedures
- Proven planning and organizational skills.
- Ability to safely operate a large cube van and/or motor vehicle while pulling a trailer.
- Sensitivity to the dignity of those in need of social housing.
- A valid driver's license and clean driver's abstract.
- Bondable and trustworthy.
- Constant physical demands ranging from lifting and carrying to operating machinery.
- Rotating on call schedule for emergencies and snow removal.

A full job description is available upon request.

Posted May 7, 2019

Position: **Maintenance General**
Full time (40 hours / week)
Salary Range: \$18.56 - \$23.44
Start Date: ASAP
Competition closing: May 17, 2019

If you possess the stated qualifications and want to be involved in this valuable and challenging program, please submit a letter of interest with your resume before the closing date to: Carol Lind, Facility Operations Manager or email to clind@mhchs.ca