

# Maintenance Worker

**5.04**


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<i>Dept. ID.</i>	<i>Dept.</i>	<i>Reports to</i>	<i>Job Classification</i>
5.00	Maintenance	Maintenance Supervisor	Regular Full Time

## POSITION SUMMARY

To perform routine and extensive preventative maintenance and repair procedures at the Meridian Housing Foundation Buildings, including mechanical equipment and utility systems; occasional after-hour work may be required

## DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of this position shall include but not be limited to the following:

- Performs minor and major repair of all buildings and equipment
- Installs appliances and equipment
- Performs preventative maintenance tasks and inspections in Yardi software
- Conducts daily operations readings
- Inspects and troubleshoots service calls to assess requirements and task details such as material, time, specializations, and whether outside contractors are required
- Assists in conducting fire drills for staff and residents
- Maintains building exteriors, grounds, sidewalks, and parking lots
- Maintains building interiors including floors, ceilings, walls, and furniture
- Collects recycling and garbage
- Prepare units for resident moves (in/out) including room inspections and updates Housing Administrator
- Monitors tool, appliance, and fixed asset inventories; receives and stores supplies
- Assists with the renovation/remodeling
- May obtain estimates for supplies, repair parts; orders parts as needed.
- Assists with special functions set up
- Responds to emergency maintenance requests as required
- Performs maintenance inspections of all suites
- Keeps Maintenance Supervisor informed of all maintenance issues

## SAFETY RESPONSIBILITIES

- Keeps self and others healthy and safe according to the AB Occupational Health & Safety Act, Regulation and Code
- Supports the Workplace Health and Safety Management System
- Ensures compliance to health and safety by being compliant to policies, goals, standards, practices, procedures, rules, and legislation

## DRESS CODE

- T-shirts or work shirts; short or long-sleeved
- Jeans, work pants or coveralls
- Class 1, CSA approved footwear
- No rings
- Long hair tied back

## **ABILITIES, SKILLS AND EXPERIENCE**

- Working knowledge of mobile devices (i.e. iPhone)
- YARDI experience would be an asset
- Ability to endure frequent periods of walking, standing, kneeling, crouching and reaching with hands and arms
- Ability to lift and/or move heavy objects
- Excellent math skills (ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals)
- Strong organization skills
- Skilled at problem solving
- Efficient at conflict resolution
- Understanding of safety rules, operating and maintenance instructions, and procedures manuals
- Ability to complete reports, forms and correspondences
- Ability to constantly improve and learn
- Ability to work independently or on a team
- Approachable and friendly demeanor
- Demonstrated experience in building maintenance

## **MINIMUM QUALIFICATIONS**

- Valid Driver's license and a driver's abstract in good standing
- Jack-of-all-trades knowledge with an emphasis on renovating and repairs preferred
- Carpentry skills an asset
- Plumbing or building operator ticket is an asset
- Minimum of three years' experience in building maintenance preferred
- WHMIS
- Clear Criminal Record & Vulnerable Sector check
- A desire to work with seniors

