

## **Employment Opportunity – Facility Operations – General Maintenance**

The Medicine Hat Community Housing Society (MHCHS) is seeking to fill a full time position within the Facility Operations Department. The General Maintenance position performs a variety of maintenance and grounds keeping tasks, and works 40 hours per week, typically Monday to Friday 8:00 am - 4:30 pm.

### **Key Position Responsibilities**

- Professional and timely maintenance of all assigned 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 tree cutting and hedge trimming, sprinkler maintenance, garbage removal, gutter cleaning and minor repairs, and 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.
- Assists with annual unit inspections.
- Delegated suite repairs and clean up, duties associated with suite turnovers.
- 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.
- Other duties as assigned by the Facility Operations Manager and/or Lead Hand.

### **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 independently 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 requirements, after hour call outs for maintenance emergencies and snow removal.

**Position:** **General Maintenance**  
Full time (*40 hours / week*)  
Starting Salary Range: \$18.75 - \$19.86  
Start Date: ASAP  
Competition closing: June 17, 2022 by 12:00 pm (Noon)

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:  
[thoffman@mhchs.ca](mailto:thoffman@mhchs.ca)