

Position Description



Position: Maintenance General
Reports to: The Facility Operations Manager

Position Summary:

The Maintenance General position performs a variety of maintenance and groundskeeping tasks for the Medicine Hat Community Housing Society. This position contributes to the overall quality and upkeep of social housing.

Major Areas of Responsibility:

1. Perform interior maintenance duties on MHCHS projects as assigned by the Maintenance Manager such as delegated suite repairs and clean up, janitorial, duties associated with suite turnover.
2. Perform exterior maintenance duties on MHCHS projects as assigned by the Maintenance Manager such as lawn care, garbage pick up and snow removal.
3. Assist with annual unit inspections.

Accountability:

- ✓ adherence to policies and regulations of MHCHS.
- ✓ performance appraisal and on-going quality control by Facility Operations Manager and CAO.

Suitability:

- 1. Experience and training**
 - 1 - 3 years practical experience in maintenance.
- 2. Suitability criteria**
 - ability to work independently.
 - sensitive to the dignity of those in need of social housing.
 - a valid driver's license and clean driver's abstract.
 - bondable and trustworthy.
- 3. Physical requirements**
 - constant physical demands ranging from lifting and carrying to operating light machinery.
 - ability to work in some disagreeable environments.
- 4. Travel requirements**
 - use of personal vehicle for maintenance visits to MHCHS Properties in Medicine Hat and Redcliff. Employees using personal vehicles for work travel will be reimbursed per mileage allowance in collective agreement. Company vehicle will be provided if/when available.
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- 5. Overtime and/or shift requirements**
 - On-call requirements, after hours call-out for maintenance emergencies and snow removal.

Employee signature and date

Manager signature and date