

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

The Medicine Hat Community Housing Society (MHCHS) is seeking to fill a full-time position within the Facility Operations Department. The Maintenance Specific position performs a variety of trade level tasks to keep MHCHS facilities, their systems and equipment working efficiently. This position operates a truck-based repair and maintenance service for the agency.

### **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.
- Routine maintenance and work order requests of MHCHS owned and managed properties consistent with MHCHS operating guidelines and standards.
- Performs and carries out routine preventative maintenance, inventory and data-base management.
- 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**

- Successful completion of Grade 12 or high school equivalency diploma.
- Trade and/or Fifth Class Power Engineering certification.
- 3 - 5 years practical experience in maintenance/construction.
- Ability to work independently with a minimum of supervision.
- Ability to estimate repairs and initiate work required.
- Demonstrated working knowledge and ability to use power and hand tools and equipment.
- Demonstrated computer and record-keeping skills.
- Mechanical aptitude with trade level understanding of maintenance principles.
- Ability and flexibility to adjust to changing priorities and deadlines.
- Ability to work independently with minimum supervision 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 in a fast-paced environment.
- Ability to work in confined spaces and disagreeable environments.
- 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 motor vehicle.
- 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 emergency maintenance.

**Position:** **Maintenance General**  
Full time (*40 hours / week*)  
Starting Salary Range: \$23.66 - \$29.90  
Start Date: ASAP  
Competition closing: May 6, 2026 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)