

## **MAINTENANCE WORKER (CONTRACT) – JOB DESCRIPTION**

### **JOB SUMMARY:**

The Maintenance Worker (contract position) organizes and performs a maintenance program to maintain the facility. This is not restricted to, but includes – facility maintenance, equipment maintenance, janitorial maintenance, and preventative maintenance including fire safety.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Maintains positive attitude with clients and other staff.
2. Responds to requests from staff, clients, and management to ensure quality service.
3. Performs various preventative and reactive maintenance tasks on various facility operation systems.
4. Monitors facility operations systems and report situations needing attention.
5. Maintains cleanliness and safety standards in the facility.
6. Records data from operating systems, preventative and reactive maintenance programs, and other program data.
7. Clears snow from all exits including emergency exits and salt.
8. Performs a variety of janitorial duties daily as required.
9. Performs relocation and installation of furniture and figures as required.
10. Works cooperatively with the Support Service departments within the facility.
11. Act as a call person and assists with safety control in emergency situations.
12. Performs duties with some autonomy.
13. Performs other duties as assigned by the General Manager.

### **QUALIFICATIONS:**

- Must be skilled at problem-solving, including being able to identify issues and resolve them in a timely manner.
- Must possess strong interpersonal skills.
- Must be able to prioritize and plan work activities to use time efficiently.
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Must be dependable, able to follow instructions, respond to management direction, and must be able to provide performance through management feedback.
- Must have the ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with applicants, residents, and staff.
- Must be able to multi-task. Must be able to work with minimal supervision.

PLEASE SEND RESUMES TO: [molly@vrs.org](mailto:molly@vrs.org)

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### **EDUCATION/TRAINING:**

- Completion of secondary school education or equivalent.
- Formal training or certificate from a program in building or general maintenance.
- Red Seal certification is considered an asset.
- Valid WHMIS certificate.
- At least 2 years of experience in property maintenance.

### **PERSONAL:**

- Must be able to speak English fluently and communicate effectively both verbally and in the composition of written materials.
- Must pass a Criminal Record Check.

### **WORKING CONDITIONS:**

- This position requires the incumbent to perform physical duties which may include:
  - Bending
  - Kneeling
  - Reaching
  - Standing for long periods of time
  - Climbing ladders
  - Lifting and carrying boxes
  - Using tools and equipment
- The incumbent must wear personal protective equipment (or clothing) as required by tasks.
- Must be prepared to respond to emergency situations.

**\*\*All applicants must be vaccinated with at least two doses of the COVID-19 vaccine. Proof is required upon hire.**

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