



Maintenance Assistant

Permanent | Full time (1.0 EFT) | Days including on call

Under the direction of the Facilities Manager, the Maintenance Assistant is a member of the maintenance team that supports Donwood's total maintenance program in a manner consistent with the mission, vision and values of Donwood.

Qualifications:

- ❖ Physically capable of moving items weighing 90-270 kg & lifting items weighing 35-45 kg
- ❖ Minimum Grade 12 education; preference for post-secondary education in a chosen trade;
- ❖ Preference for prior experience in maintenance services in the healthcare or housing sector;
- ❖ Experience in a variety of maintenance skills including carpentry, painting, mechanical maintenance, plumbing etc.; Preference for apprenticeship in trade;
- ❖ Excellent command of the English language (both oral and written); 2nd language an asset;
- ❖ General skills and ability to perform all tasks and responsibilities relevant to duties of the position;
- ❖ Ability to organize and prioritize workload;
- ❖ Ability to collaborate as a team member and seek assistance as necessary;
- ❖ Ability to relate well to the elderly
- ❖ Access to a vehicle and valid Class 5 Driver's Licence; Willingness to travel between Donwood sites;

Responsibilities:

- ❖ Complete and/or coordinate maintenance tasks, repairs, and requisitions as delegated and/or directed by the Facilities Manager;
- ❖ Maintain tracking tools used by the department for maintenance work flow such as *Trello*
- ❖ Complete daily routines as developed within the maintenance department;
- ❖ Complete required preventative maintenance per schedule of preventative maintenance program (PMP);
- ❖ Receive and unpack shipping items;
- ❖ Inspect and trouble shoot maintenance issues and equipment;
- ❖ Maintain functionality of building systems;
- ❖ Participate in maintenance on-call rotation; Record and submit hours and call backs on time sheets;
- ❖ Approve purchases in accordance with Purchasing Authorities Policy (Admin Manual Section V, 2.3);
- ❖ Work in a collaborative manner with all teams.

As a condition of employment, a current Criminal Record Certificate, a Mantoux test and an Adult Abuse Registry is required within three weeks of hire date.

Submit resume to: Human Resources at Career@donwoodmanor.org

Closing date: 0900 on Wednesday, May 11, 2022

May 4, 2022