



Maintenance Assistant

Indefinite term | Full time (1.0 EFT) | Days

Under the direction of the Director of Operations, 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:

- Skill and experience in a variety of maintenance tasks including carpentry, painting, mechanical maintenance, plumbing etc.; preference for post-secondary education in a chosen trade
- Preference for prior experience in maintenance services in the healthcare or housing sector
- Proficiency in the English language, including the ability to speak, read, write, and comprehend effectively for communication and documentation purposes
- Proven ability to work collaboratively as part of a multidisciplinary team
- Demonstrated ability to handle fluctuating workload and ability to prioritize
- Access to a vehicle and valid Class 5 Driver's License; willingness to travel between Donwood sites;
- Demonstrated ability to establish and maintain positive, respectful, and effective working relationships with residents, families, and colleagues

Responsibilities:

- Complete and/or coordinate maintenance tasks, repairs, and requisitions as delegated and/or directed by the Director of Operations;
- Maintain tracking tools used by the department for maintenance work flow such as *Upkeep*
- Complete daily routines as developed within the maintenance department;
- Complete required maintenance per schedule of preventative maintenance program (PMP);
- Receive and unpack shipping items;
- Inspect and troubleshoot 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;
- Work in a collaborative manner with all teams.

Physical Demands and Working Conditions:

This position requires regular physical activity, including walking, bending, stretching, repetitive movements, and lifting, carrying, or moving moderately heavy items. The work environment may involve exposure to moisture, odors, noise, chemicals, vibration, dust, and grime. Standard safety procedures and appropriate personal protective equipment must be followed to minimize the risk of injury. Reasonable accommodations are available as needed.

Disability accommodations are available upon request during the assessment and selection process. As a condition of employment, a current Criminal Record Certificate 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 hours on Friday, February 20, 2026

Feb. 13, 2026