



Maintenance Aide

Reports to: Maintenance Lead

Introduction:

Emmanuel Home is an independent/assisted living home for seniors under the direction of the non-profit Christian Senior Citizens Homes Society of Northern Alberta, since 1968. Our mission is to provide a Christian environment that is safe and comfortable so seniors can live with dignity. In providing services and supports to our residents, we are guided by our core values: Integrity, Caring, and Excellence.

Summary of Responsibilities:

The Maintenance Department at Emmanuel Home, under the supervision of the Facilities & Site Operations Manager and the Maintenance Lead, has the overall responsibility to ensure that the facility is maintained in excellent condition, both inside and out, according to the standards set by the Supportive Living and Home Living programs of Alberta Health Services.

Scope of Work:

Along with the Maintenance Lead, the successful candidate will be adept at completing minor maintenance and repair projects as needed, along with daily tasks and seasonal duties. In addition to their proficiency at solving a wide range of general maintenance issues, the candidate will have excellent inter-personal skills, be organized and professional, and be able to work on their own.

Hours of Work:

Due to the nature of the position, the successful candidate will be expected to work a range of day-time, evening and seasonal weekend hours. Current hours available are 3.0 hours every Monday, Wednesday, Friday.

Core Competencies:

- Accountability and Dependability
- Clear Communication & Teamwork
- Planning and Organizing
- Ethics and Integrity
- Willingness to learn
- Independent Worker

Responsibilities and Duties:

- Complete minor maintenance and repair projects as assigned
- Complete scheduled maintenance tasks efficiently and thoroughly
- Remove waste and recycling from the building storage rooms
- Seasonal maintenance around the property as needed (i.e. Grounds keeping, lawn maintenance, snow removal)
- Work within budget to meet the ongoing maintenance needs of residents & staff
- Keep electronic records of schedule, inventory, and progress on both small, day to day projects,

and bigger initiatives, as directed.

- Pick up materials off-site as needed
- Assist with any other task, as needed, under the direction of the Maintenance Manager

Qualifications

- Mechanical aptitude and be skilled in using hand and power tools safely
- Must be able to lift up to 75 pounds
- Must have a valid Alberta Class 5 Driver's License
- Must have a basic proficiency in mechanical, electrical, and plumbing
- Competency in computer usage; familiarity with relevant Microsoft Office software
- Effective communication, interpersonal and organizational skills
- Ability to work with sensitivity to the diverse perspectives of individual clients and community service providers while meeting the objectives and targets of Emmanuel Home
- Potential for growth of role within the organization

Notes:

- must complete Criminal Record Check prior to employment

Salary: starting at minimum wage, based on experience

Position: Temporary 6-month term, Part-time, 3 hours, 3x a week. With possible opportunity for extension, or alternative opportunities.

Send your resume to: Jason van der Ahe at jvanderaha@emmanuelhome.ca

Start Date: ASAP

