



Maintenance Lead

Job Description

The Maintenance Department at Emmanuel Home, under the supervision of the Facilities & Operations Manager 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.

Primary responsibilities include:

1. Complete minor maintenance and repair projects as assigned.
2. Provide leadership qualities to ensure the continuity of the annual maintenance calendar, ensuring that regular tests and scheduled maintenance are completed.
3. Remove waste and recycling from the building storage rooms.
4. Seasonal maintenance around the property as needed (ie. Groundskeeping, lawn maintenance, snow removal)
5. Work within budget to meet the ongoing maintenance needs of residents & staff.
6. Keep electronic records of schedule, inventory, and progress on both small, day to day projects, and bigger initiatives, as directed.
7. Develop and maintain healthy relationships with trades and service providers, while always representing the best interests of Emmanuel Home and its residents.
8. Pick up materials off-site as needed.
9. Assist with any other task, as needed, under the direction of the Facilities & Operations Manager.
10. Respond to and address emergency situations that occur after hours and on weekends by self, delegated or as scheduled rotation.

Qualifications

1. Must have mechanical aptitude and be skilled in using hand and power tools safely.
2. Must be able to lift up to 75 pounds.
3. Must have a valid Alberta Class 5 Driver's License
4. Must have a wide range of knowledge and proficiency in mechanical, electrical, and plumbing.
5. Competency in computer usage; familiarity with relevant Microsoft Office software
6. Effective communication, interpersonal and organizational skills
7. 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

PHYSICAL DEMANDS

- While performing the duties of this job, the incumbent is regularly required to use hands and fingers to handle or feel.
- Push, pull, and lift up to 50lbs on a weekly basis.
- Be able to reach, bend, stoop, and work in a standing position for a long period of time.

Notes:

- must complete Criminal Record Check prior to employment.

Salary: TBD based on experience

Position: Full-time, Full group benefits including RRSP contributions, 3 week's Vacation.

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

Start Date: October 2024