

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Maintenance Associate

Housing and Mental Health Services Division

Job Purpose

The maintenance associate is responsible the maintenance, repair, and safety inspections of properties operated by E4C including: apartments, shelters, group homes and main offices. The maintenance associate ensures that the properties are well maintained and do not pose any physical risks to employees or residents.

Duties and Responsibilities

Maintenance

- Maintain all mechanical, electrical, heating, plumbing and alarm systems.
- Perform major maintenance tasks (painting, renovations, carpet cleaning) and minor household repairs (screens, doors, walls, bolts.)
- Ensure knowledge of building and equipment specifications.
- Other duties may be assigned as needed.

Administrative

- Purchase required supplies within budgetary guidelines.
- Advise Facilities and Maintenance Manager and Program Managers of upcoming building and maintenance issues.
- Other duties may be assigned as needed.

Qualifications

Preferred:

- Completion of technical/trades certificates in: plumbing, electrical, heating/boilers, carpentry, power systems. Equivalencies may be considered.
- Completion of building operator certificate
- Ability to work independently and within time constraints.
- Sensitivity to and awareness of issues including poverty, mental illness, and high risk individuals.
- Clear Security Clearance Check.

- Valid Drivers License, proof of \$1 million PLPD insurance, operation of personal vehicle required.

Working Conditions

This position is Full-Time and on call rotation is required

Salary Scale

Starting: 26.00/hour plus benefits

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.