



## MAINTENANCE LABOURER

### POSITION OVERVIEW:

Ensuring the quality of work is performed and maintained to the standards established by Management, the live-in or live-out Maintenance Labourer is accountable to the Manager, Maintenance for performing a wide range of skilled, sub trades level, construction, maintenance and repair on equipment within one of Wood Buffalo Housing (WBH) properties. This is done in accordance with Buildings and Trades codes, relevant regulations and guidelines, standard equipment, material and tool user instructions, common sense practices, and the WBH Policies and Procedures and WBH Occupational Health & Safety Policies and Guidelines. Ensuring tenant's satisfaction with the property.

### RESPONSIBILITIES:

#### Building and Suite Maintenance:

- Taking and recording pressure, temperature, liquid level and air flow readings for boilers and air handling systems and report abnormal system readings and problems to Manager
- Assist with cleaning and changing heating coils, valves, filters and belts
- Testing and re-calibrating and replacing thermostats
- Assist with the cleaning and repairing ducting and vents
- Clean grounds, repair minor damage to sod and fencing
- Repairing walls and surfaces, furniture, doors, windows and floorings and related hardware
- Prepare walls and surfaces, doors, windows, floorings and related hardware in preparation for painting and finishing
- Minor repair to plumbing and plumbing fixtures include replacing and adjusting valves, taps and flush mechanisms and unclogging drains and taps
- Test, adjust and maintain light fixtures including replacing light diffusers, tubes and lamps
- Checking and recharging batteries; cleaning battery terminals and cables and replenishing electrolyte
- Assist trades persons and other staff in construction, repair and maintenance projects
- Enter work orders in Yardi and close once work has been completed
- Discuss rental violations with tenants with goal of resolution, as required
- Inform Property Administrators of any tenant rental violations
- Assist with the posting of all notices
- Participate in the completion of bi-annual unit inspections
- Complete move out inspections
- Performs daily security checks to ensure all vacant units are locked and fire doors remain closed
- Patrols exterior grounds, building corridors, emergency exits and stairwells, removing garbage and debris to ensure area is safe and clean

- Removes snow, ice and debris from building entrances, walkways, applying salt when required
- Requisition supplies, records and logs activities
- Responsible to keep work area organized and safe
- Completes documentation and paperwork on all work-related items.
- Assist other maintenance labourers at other properties as required
- Other duties as assigned.

**Coverage & Emergency Response:**

- Responds to all emergencies during normal business hours to investigate and resolve immediately, notifying Manager in the event of emergency (i.e. fire, flood, environmental issues etc.)
- Ensures all building life, safety and emergency systems are maintained including routine fire alarms tests and compliance with all Health & Safety, Risk Management and environmental policies and procedures as they relate to the property

**QUALIFICATIONS/EXPERIENCE:**

- Grade 12
- Good working knowledge of Alberta Building and Trades Codes for all systems
- Physically fit to perform all responsibilities and activities of the job
- Valid Alberta Class 5 Driver's license and abstract acceptable to Employer.

**WORKING CONDITIONS:**

- Must be able to deal effectively with unruly or unhappy tenants.
- Evenings and weekends as required

**SALARY:**

**\$34.80 per hour \*\***

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.

\*\*Cost of Living Allowance of \$480 bi-weekly included in rate of pay and is based on full-time hours worked.