

JOB OPPORTUNITY
2011 - 12

Title: Full-time Interior Maintenance
Location: Halifax Shopping Centre, Halifax NS
Reports To: Operations Manager
Work Schedule: Tuesday-Saturday
40 hours/week

General Description: This is a full-time position responsible for the day-to-day maintenance, repair and upkeep of the shopping centre.

Primary Duties and Responsibilities:

- Perform minor repairs on lights, doors, locks, washroom fixtures, drywall, ceiling tiles, floor tiles, concrete and asphalt and other areas/equipment as required to maintain a minimum health and safety standard.
- Perform preventative and minor maintenance on mechanical, electrical and plumbing systems and other equipment as required
- Inspect & maintain the operation of plumbing fixtures, entry systems etc...
- Assist in the coordination & supervision of work by service contractors as required
- Maintain the upkeep of all Telecom and electrical rooms.
- Cleaning of exterior areas including parking lot, entrances, sidewalks, and loading dock (when required)
- Respond to emergency situations as required (i.e. power outage, fire, etc.)
- Set-up & take-down of mall displays and décor

Knowledge/Skills/Competences:

- Secondary School diploma and minimum 3 years experience in building maintenance
- Experience in operation & maintenance of the building systems such as Fire alarm, plumbing & Electrical
- Experience in minor building repairs including electrical, plumbing and drywall
- Ability to operate equipment and hand-power tools applicable to the role including but not limited to ladders & power tools
- Physically fit enabling reasonable lifting, pushing, pulling and climbing.
- Ability to work independently and with other team members as necessary
- Ability to schedule and prioritize workload.
- Strong interpersonal and communication skills
- Possession of a valid Nova Scotia driver's license;
- Computer literate including Microsoft Word and Excel;
- Must be able to provide clear criminal check;
- Familiarity with relevant Health and Safety legislation

Additional Assets

- WHMIS, First Aid, and Automated External Defibrillator certification
- Familiarity with preventative maintenance programs (i.e. Angus Anywhere)

If you or anyone that you know of are interested in applying for this position, please forward your resume along with wage expectation, by no later than June 20th, 2011, to the attention of:

Kevin Marchand, Operations Manager
Halifax Shopping Centre
7001 Mumford Road, Tower 1, Suite 202
Halifax NS B3L 4N9

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