

**JOB OPPORTUNITY**  
2011 - 11

**Title:** Maintenance  
**Location:** Calgary – TD Square/Calgary Eaton Centre, Lancaster, Home & Dome Towers, TD Canada Trust Tower, Holt Renfrew  
**Reports To:** Maintenance Supervisor  
**Work Schedule:** Rotating shifts according to needs of the property  
35 - 40 hours/week

**General Description:** Under the direction of the Maintenance Supervisor, this position performs a variety of semi-skilled and skilled maintenance, operation and Retail Group assignments.

**Primary Duties and Responsibilities:**

- Perform minor repairs on lights, doors, locks, washroom fixtures, drywall, ceiling tiles, floor tiles, concrete 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
- Cleaning of exterior areas including parking lot, entrances, sidewalks, and loading docks.
- Snow removal from sidewalks & entrances
- Assist in providing basic first aid in medical emergencies
- Respond to emergency situations as required (ie power outage, fire, etc.)
- Set-up & take-down of mall displays and décor
- Assist Marketing Group as required.

**Knowledge/Skills/Competences:**

- Secondary School diploma
- Experience in minor building repairs including electrical, plumbing and drywall
- Ability to operate equipment and hand-power tools applicable to the role
- Physically fit enabling reasonable lifting, pushing, pulling and climbing.
- Ability to work independently and with other team members as necessary
- Fluent in English
- General maintenance experience
- Ability to schedule and prioritize workload.
- Strong interpersonal and communication skills
- Must be able to provide Criminal Clearance Certificate.
- Familiarity with Health and Safety legislation (ie. WHMIS)

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 May 31<sup>st</sup>, 2011, to the attention of:

Mitchell Tharp, Maintenance Supervisor  
20 VIC Management Inc.  
Home Oil Tower  
324 – 8<sup>th</sup> Avenue, S.W.  
Suite 1550  
Calgary AB T2P 2Z2

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