

JOB OPPORTUNITY

2017 - 31

Title: Maintenance Labourer
Location: Marlborough Mall/Marlborough Professional Building – Calgary AB
Reports To: Operations Supervisor/Operations Manager/Centre Manager
Work Schedule: 40 hours/week (Rotating Shifts – including weekends and on call duties)

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

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 and exceed minimum health and safety standards.
- Perform preventative and minor maintenance on mechanical, electrical and plumbing systems and other equipment as required.
- Inspect and maintain the operation of plumbing fixtures, door/entry systems, etc...
- Assist in the coordination and supervision of work by service contractors as required.
- Maintain the upkeep of all mechanical, telecom and electrical rooms.
- Cleaning of exterior areas including parking lot, entrances, sidewalks, landscaping and loading dock (when required).
- Respond to emergency situations (i.e. power outage, fire, etc.) and assist in providing basic first-aid services in medical emergencies, as required.
- Set-up and take-down of mall displays and décor.
- Grass-cutting, weeding, trimming and maintenance of all landscaped areas on site, including grass, bush beds, trees, flowers along with irrigation system maintenance.
- Snow removal from sidewalks, entrances, loading facilities, parking lots, landscaped areas and other common areas using manual and power equipment and motorized vehicles.
- Keep all vehicles, equipment, tools and operations/marketing assets clean and regularly maintained.
- Inspect and maintain the operation of fire alarm and building automation systems.
- Respond to Tenant calls regarding HVAC, plumbing, electrical and other maintenance problems and coordinates required repairs in a timely manner with a high level of customer service.
- Log/Record Keeping in accordance with 20 VIC Management Inc. policies and procedures.
- Various other tasks and duties as assigned by the Operations Manager.

Knowledge/Skills/Competences:

- Secondary School diploma.
- Experience in operation and maintenance of building systems such as fire alarm, mechanical, BAS, plumbing and electrical systems.
- Experience in minor building repairs including electrical, plumbing, painting and drywall.
- Ability to operate equipment and hand-power tools applicable to the role including but not limited to ladders, power tools, pick-up truck with plow, tractor, lawnmower, trimmer, snow blower/brush, etc...
- Physically fit enabling reasonable lifting, pushing, pulling and climbing. Physical requirements include the ability to regularly lift and move heavy objects over 30 lbs., work at heights greater than 10 feet, climb ladders and stairs to reach work areas, and work in a variety of weather conditions with exposure to outdoor elements of all types.
- 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 Class 5 Alberta 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 are interested in applying for this position, please forward your resume, along with your wage expectations, by no later than August 11th, 2017 to:

Tim Wolfenberg – Operations Manager
20 VIC Management Inc.
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Calgary, Alberta
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