

# Maintenance Technician

HomeSpace Society  
Calgary, AB  
\$18 - \$25 an hour - Full-time, Permanent

## The Company

### ***Vision:***

A home for everyone in our community.

### ***Mission:***

We creatively apply our expertise to increase and manage the number of affordable and specialized housing units.

### ***Values:***

**Dignity**– We respect every person’s right to be treated with dignity and have access to a safe, appropriate and affordable home, while acting with integrity to maintain trust from our partners and community.

**Innovation**– We find new and better ways of providing housing – and thereby, we fearlessly challenge the status quo.

**Growth**– We collaborate to grow housing options for the community.

**HomeSpace is housing our community.**

## The Position

### **Maintenance Technician**

Reporting to the Manager, Building Operations, the Maintenance Technician is responsible for assisting with the overall administration of HomeSpace’s current portfolio of 30 owned properties, containing 740 units placed in locations throughout Calgary.

### **Key Responsibilities:**

Working with other members of the Property Management team and various stakeholders, the Maintenance Technician is responsible for the following:

- Monitoring and maintaining all building systems as assigned.
- Prioritizing work orders and ensuring 100% completion in a timely manner.
- Completing make-ready processes of vacant units as per turnover policies.
- Completing concise supply order list requests affiliated with work orders.
- Updating and maintaining progress of issued work orders.
- Issuing entry and emergency notices as directed and in accordance with the Residential Tenancies Act.
- Completing weekly, monthly and seasonal building checklists to identify tasks required for completion.
- Uphold preventative maintenance requirements.
- Proactive maintenance of exterior and interior of assigned buildings.
- Reporting and communicating to Manager, Building Operations any immediate concerns seen.
- Following established company policies and using safety standards that comply with all company, local city, provincial and federal guidelines.
- Responsible for 24-hour emergency maintenance service response as scheduled.

- Work closely with Manager, Building Operations on service quality issues relating to tenant or agency partner grievances.

### **Education**

- Building Operator Certification and/or equivalent related education and experience.
- 3+ years experience working in progressively responsible positions in a non-profit housing environment is an asset.

### **Experience**

- Intermediate knowledge on plumbing, electrical, carpentry and life safety devices.
- Ability to complete drywall and painting tasks.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to work in a fast-paced environment on multiple projects simultaneously.
- Demonstrated computer skills including basic phone application technology.
- Familiarity with Yardi or similar property management software an asset.
- Basic knowledge of the Alberta Residential Tenancies Act an asset.
- Demonstrated ability to work autonomously, independently and collaboratively as a team member.
- Able to deal with tact, diplomacy and confidentiality while maintaining a professional courteous manner with a variety of stakeholders including residents, agency partners, contractors and internal staff.

### **Working Conditions**

Must be available for on-call emergency weekly rotation.

Must have and maintain own vehicle and tools.

### **HOW TO APPLY**

Please submit your cover letter and resume as one attachment to Housing@homespace.org.

Attention: **Manager, Building Operations**

Note: Please put **Maintenance Technician** in your e-mail subject line.

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

**Job Types:** Full-time, Permanent

Salary: \$18.00-\$25.00 per hour

### **Additional pay:**

- Bonus pay

### **Benefits:**

- Company events
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- Paid time off
- Vision care
- Wellness program

**Schedule:**

- 8 hour shift
- On call
- Overtime

**Application question(s):**

- Do you have your own tools and vehicle suitable to transport them and materials between properties?

**Experience:**

- maintenance: 3 years (preferred)

**Work remotely:**

- No