

## **JOB OPPORTUNITY 2018 - 65**

**Title:** Maintenance Worker  
**Location:** Cornwall Centre, Regina Saskatchewan  
**Reporting To:** Supervisor, Maintenance, Cornwall Centre  
**Scheduled Hours:** 40 hours per week, (Rotating schedules which may include weekends and evenings)

### **Role Summary**

The purpose of this position is to perform day to day maintenance and customer service duties required to keep the property safe and presentable for customers, staff and tenants.

### **Tasks & Responsibilities of this position include:**

- Complete thorough daily inspections of the property;
- Notify direct supervisor of required repairs needed in a timely manner;
- Conduct any necessary minor repairs to the property/equipment (ie. Painting, carpentry, HVAC, landscaping, etc.);
- Monitor the property for health & safety or liability concerns (ie. Situations such as may pose 'slip & fall' incidents) and take action accordingly to rectify the concern;
- Communicate with others (ie. Colleagues, trades people) to assist in coordination of work requirements
- Respond to tenant(s) concerns in a timely manner;
- Ensure that specific areas of the property are in proper condition for inspections;
- Remove ice and snow from entrances, walkways and other areas as may be required;
- Assist external contractors with repairs/inspections (ie. HVAC, trades people, etc.);
- Preserve the 'curb appeal' of the property ensuring the overall appearance of the property is maintained to a high standard;
- Assist groups with "set-up" and "tear-down" of materials;
- Any other tasks as assigned.

### **Skills & Experience Required:**

The ideal candidate will possess:

- Minimum of High School Graduation Diploma or equivalency;
- Minimum of one (1) year of experience in a similar field (preference for retail);
- Strong customer service skills;
- Strong written and verbal communication skills;
- Be self-motivated, diplomatic, reliable and confident individual in order to deal with tenants and the public;
- Possess a valid Saskatchewan Drivers Licence;
- Possess Provincial Fireman's Certification or willingness to pursue same
- Familiar with applicable health & safety legislation (eg. WHMIS, Occupational Health & Safety);
- Ability to operate power tools and perform minor repairs;
- Knowledge of a trade or HVAC a definite asset;
- Possess basic pc skills;
- Be of physical ability to lift up to 20 lbs., and able to tolerate prolonged standing/walking;
- Willingness to learn and be a 'team oriented' individual;
- Must be able to provide Clear Criminal Background Certificate;
- Highly organized and able to prioritize workload;

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than October 25<sup>th</sup>, 2018 to:

**Cornwall Centre Administration Office  
202- 2114 11<sup>th</sup> Avenue  
Regina SK S4P 0J5  
Attention: Greg Gottselig, Operations Manager**

**Fax: (306) 352-7727  
Email: [greg.gottselig@cushwake.com](mailto:greg.gottselig@cushwake.com)**