

## **JOB OPPORTUNITY 2019 -**

**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 while maintaining the highest possible standards 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 and liability concerns (ie. situations such as 'slip & fall' incidents) and take action accordingly to rectify the concern;
- Communicate as required (ie. Colleagues, trades people) to assist in coordination of work requirements
- Respond to tenant(s) concerns in a timely manner;
- Carry out property inspections as required;
- Assist with removal of ice and snow from entrances, walkways and other areas as 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 with "set-up" and "tear-down" of event requirements;
- Any other tasks as assigned.

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

The ideal candidate will possess:

- Minimum of High School Diploma or equivalency;
- Minimum of one (1) year of experience in a related field;
- 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 Driver's License;
- 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 experience a definite asset;
- Possess basic computer skills/smartphone;
- Be physically able to lift up to 50 lbs., be able to tolerate long periods standing/walking and ability to climb ladders;
- Willingness to learn and be a 'team oriented' individual;
- Organized and able to prioritize workload;
- **Must be able to provide Clear Criminal Record Check**

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than September 13, 2019 to:

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

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