

PLAINS HR SERVICES

300-1916 Dewdney Avenue · Regina, SK · S4R 1G9 · PH: (306) 337-1060 · hr.plains@housingauthoritysk.com

February 28, 2023

HR BULLETIN #23-13

CAREER OPPORTUNITY MAINTENANCE WORKER Meadow Lake Housing Authority

The Meadow Lake Housing Authority (MLHA) is looking for a Maintenance Worker to join their team. This position is responsible for performing preventative and routine repairs and maintenance to building systems and equipment and maintaining property grounds. The Maintenance Worker position reports to the Maintenance Supervisor.

MLHA has an opportunity for a Maintenance Worker. If you are ambitious and skilled in building and property maintenance, we'd love to hear from you!

What You Will Do:

- Perform preventative maintenance and routine repairs of building systems and equipment to ensure the highest standards of appearance, safety, security, and longevity of MLHA properties;
- Grounds maintenance and snow removal;
- Ensure safe operation of heating systems, mechanical and electrical systems;
- Respond to emergency maintenance repair needs;
- Provide after-hours emergency call-out coverage; and
- Record keeping (i.e. inventory records; issue Purchase Orders, etc.).

What We're Looking For:

- A result focused, involved, self-starter who demonstrates respect for people's diversity and individual differences, a team player;
- Proven experience maintaining and repairing boilers, plumbing, heating, and electrical systems
- Experience conducting custodial and maintenance work;
- Well-rounded knowledge in a variety of trades to include light carpentry, plumbing, mechanical, painting, electrical and grounds work; and
- Ability to foster excellent and effective relationships with tenants, housing authority employees, contractors, and service providers.

What You'll Need:

- Grade 12 supplemented by 1 – 3 years' experience in maintenance and repairs (an equivalent combination of education and relevant experience may be considered);
- Basic computer and smartphone skills;
- Good judgement and superior ability to plan, problem solve, multi-task, set priorities and maximize efficiency;
- A valid driver's license and use of own vehicle;
- Ownership and use of hand tools;
- Ability to participate in an on-call system; and
- An approved Enhanced Criminal Record Check will be required.

Apply in confidence by email to: hr.plains@housingauthoritysk.com referencing "Maintenance Worker – Meadow Lake" in the subject line or by dropping your resume off at the Meadow Lake Housing Authority office on or before March 10, 2023.

PLEASE COPY/POST TO ALL STAFF

We thank all who apply but will contact only the applicants selected for an interview.