

**Job Title**

Building Maintenance Worker

**Company Name**

Janzen Builders

**Email**

[natew@burnettmanagement.ca](mailto:natew@burnettmanagement.ca)

**Phone**

(204) 227-1119

**Company Address**

1221 Gateway Rd  
Winnipeg, Manitoba R2G 1E6  
Canada  
[Map It](#)

**Job Description**

Basic Job Description: Building Maintenance Worker

Perform maintenance and repairs throughout the apartment complex, grounds and equipment. Scope of the work includes but is not limited to, basic plumbing and electrical knowledge, drywall repairs, painting, and grounds keeping.

Key Duties and Responsibilities:

\*\*Must be fully immunized against Covid-19.

- 1.) Performs basic mechanical & plumbing maintenance, installing switches, replacing plugs and other basic appliance repairs, repairing drywall and applying paint and other finishes, replacing sinks and toilets, basic flooring installation and removal, and disassembling & reassembling equipment.
- 2.) Cleans external areas such as entrance ways, sidewalks, and driveways using manual labour or power equipment. Winter performs snow clearing and deicing of the premises. Fall/Spring/Summer performs minor lawn maintenance such as weeding, pruning hedges, and watering.
- 3.) Schedule and monitor work done by third party contractors/trades. Organize repairs and obtain quotes on major repairs or maintenance.
- 4.) Manage the garbage and recycling schedule for each building. Ensure the bins are out and ready for pick up on the appropriate days.
- 5.) Operates company motor vehicle for the purposes of transporting equipment, picking up supplies and clearing snow in the winter. Organizes furniture for special events
- 6.) Completes work orders using maintenance software implemented by the management company.
- 7.) Requires good teamwork skills and ability to communicate efficiently with both management and residents.
- 8.) Performs other tasks as required.

Qualifications/Education and Knowledge:

Grade 12, plus related vocational training such as building maintenance or trades experience.