

Winnipeg Humane Society – Job Posting # 2021-25-2

Position Title: Maintenance Assistant
Department: Shelter
Reports to: Manager, Shelter Operations and Capacity for Care
Classification: Union
Hours: Monday – Friday, 8:30am – 4:30pm
(40 hours)
Days/Times of shifts could vary/change
Start Date: ASAP

Position Summary:

The Maintenance Assistant performs a variety of skilled activities ranging from safety improvements, trouble shooting, modification, repair, and maintenance of the Winnipeg Humane Society building and grounds.

Duties and Responsibilities:

1. Perform routine maintenance and repairs to equipment, fixtures, tools, and machinery e.g., snow blower, lawn mower, pump.
2. Attend to minor routine maintenance of the heating, air conditioning and building system e.g., cleaning/vacuuming filters, ventilation louvers, etc.
3. Perform minor maintenance work in and around building.
4. Clean and remove snow from walkways and driveways, complete routine yard maintenance e.g., weeding, mowing lawns.
5. General maintenance such as window washing, drywall repair, carpentry, painting, general installation of fixtures and building accessories, etc.
6. Receive and inventory deliveries and distribute departmentally when required.
7. Other duties as reasonably assigned.

Standards of Performance:

1. Keeping the Mission of the Winnipeg Humane Society in the forefront when performing job duties; as well as when representing the Winnipeg Humane Society both inside and outside of the shelter environment
2. Maintain confidentiality on all matters related to the WHS.
3. Successful and thorough completion of assigned job duties within reasonable time limits.
4. Effective communication with fellow staff on an ongoing basis. Respect for all is maintained always.
5. Reliable and diligent in position

Accountability:

Reports directly to the Manager, Shelter Operations and Capacity for Care

Abilities, Skills & Knowledge:

1. Able to operate and maintain simple machines and motors, and to use tools safely and efficiently.
2. Excellent communication, problem-solving and computer skills
3. Able to understand and follow direction.
4. Able to work effectively as a team member or independently.
5. Physically capable of performing the duties assigned.
6. Exceptional attention to detail and accuracy when completing all tasks.
7. Exceptional organizational and time management.
8. Able to work with minimal supervision.
9. Knowledge of safety requirements and personal protective equipment.

Education, Training & Experience:

1. High School Diploma required
2. Previous experience in Building Maintenance is an asset
3. Driver's license and clean driving abstract