

Yard/Shop Maintenance Coordinator

Be Part of a Collaborative Team, Have an Opportunity to Learn and Grow,

Get a First Hand Look at Exciting Projects, Competitive Salary and Comprehensive Benefits

Parkwest Projects Ltd. is looking for a Yard/Shop Maintenance Coordinator to join our team located in Winnipeg, MB. Parkwest is a leading General Contractor who completes projects throughout Manitoba and Northwest Ontario. Our team has a shared passion for being key contributing member to the future of our communities through the projects that we pursue, with a strong focus on upholding the craftsmanship of the carpentry trade and building trusting relationships with our clients.

The Position

As our Yard/Shop Maintenance Coordinator you will be an essential part of our team by supporting the successful delivery of our projects by organizing materials and tools and ensuring our sites are provided with the materials and equipment that they need. As our Yard/Shop Maintenance Coordinator you will have the opportunity to carry out a wide range of tasks both as part of a team and independently.

Responsibilities

- Loading and unloading materials and equipment from trailers.
- Loading and unloading lifting heavy materials.
- Gather material/tools/equipment to provide to various construction sites.
- Maintain the inventory organization of the yard as materials and tools are returned.
- Organize material, tools, equipment when returned from construction site.
- Perform basic maintenance on tools, materials, equipment, and vehicles during downtime.
- Keep yard and shop organized and in clean condition.
- Must be willing to perform a variety of duties outdoors in all weather conditions.

Qualifications & Skills

- Experience operating a skid steer or zoom boom.
- Experience loading and unloading trailers.
- While not a requirement, general mechanical knowledge is seen as an asset.
- Ability to stand and walk for prolonged periods.
- Willingness to work in outdoor environment.
- General knowledge of the construction industry.
- Valid driver's licence
- Must be punctual.

Conditions of Employment

- Legally eligible to work in Canada.
- Ability to work in all weather conditions.
- Physically capable of performing all duties as assigned (which may include lifting up to 50 lbs).
- 5-day work week, Monday to Friday, 8:00 am to 4:30 pm

To apply for this position, submit your cover letter and resume via email to tmcgill@parkwestprojects.ca

Due to COVID-19 we are not accepting walk-in candidates as our office is closed to the public. We thank all applicants for their interest in this position and only those candidates selected for an interview will be contacted.