



Maintenance Personnel

Description

We are looking for a highly talented, motivated, versatile, flexible, trustworthy, and competent Maintenance staff person who is integral to the effective operation of the Manitoba Eastern Star Chalet, Inc. facility. This two-person Maintenance team will be hands-on and responsible for the general maintenance and the safe upkeep of the 55+ independent living apartment building, specifically the 102 suites, common rooms, hallways, electrical rooms, general building and grounds. They hold a position of trust and are required to attend to urgent suite matters with or without the tenant present. They must be highly aware and responsive to sensitivities of dealing with older tenants, often working in tandem to ensure protection and support of all concerned. Working with the Property Committee of the Board of Directors, the Maintenance staff person will follow their direction. On day-to-day matters, the Maintenance staff person has a high degree of independence in caring for the building and grounds, and providing general support to the tenants. The Maintenance staff person will be on call for building emergencies when required.

What We Offer:

Salary depending on qualifications and experience

Competitive benefits (health, dental, vision, life & disability insurance, free onsite parking)

Closing Date

January 27, 2025

Categories

Trades and Construction

Employer

Manitoba Eastern Star Chalet

Location

Assiniboine South

Address

525 Cathcart St Winnipeg, R3R0S6

Job Type

Full-time

Education Level

Other

Wage

\$15.00 - \$20.00

Comprehensive training, coaching and support in a team environment

Duties

Responsibilities include the following:

1. Maintain the facility day to day
2. Oversee the repairs such as electrical fixtures and equipment
3. Inspect and oversee basic repairs on the plumbing, electrical appliances and outlets in all suites and offices
4. Be proactive in ensuring amenities such as heat, light and electrical meet current standards
5. Cut grass in the summer, and remove snow in the winter, including the parking lot
6. Supervise outside contracts
7. Set up and take down function rooms for events
8. Prepare suites for rental
9. Perform other duties as assigned

Qualification

Qualifications

1. Well-defined interpersonal skills
2. Ability to trouble shoot and problem solve
3. Excellent time management skills
4. Basic computer skills
5. Able to be on call 24/7
6. Flexible
7. Knowledgeable in building and property requirements and repairs
8. Well-developed tradesperson skills including but not limited to hanging drywall, mudding, taping and painting

Email

boardsec@oesmanitoba.ca

Phone

(204) 889-3687

9. Ability to deal with contractors in matters of building repairs and oversee correct execution of contracts
10. Knowledgeable about and physically able to operate machinery such as snowblowers, tractors, etc
11. Experience with tools of the trade
12. Knowledge of equipment safety practices
13. Vehicle and driver's license
14. Criminal record check, vulnerable person, adult vulnerable persons
15. Experience with or knowledge of plumbing, mechanical and electrical will be an asset