



Head Office · Wakamow Place I & II · Wakamow Cottages
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Wakamow Manor Social Detox ·
McNiven Manor
200 Iroquois St. East, Moose Jaw, SK S6H 4T3
Phone: (306) 694-4030 Fax: (306) 694-4031

JOB DESCRIPTION

Job Title: Property Maintenance Worker

Classification:

Position Summary: Reporting to the Executive Director, the property maintenance worker is responsible for the safety and security of the facility, maintenance of the property and providing resource and availability for maintenance and renovation items.

Duties:

Typical duties and responsibilities include the following:

- Assure the security of Wakamow Manor including daily physical checks and inspections
- Provide assistance to contractors and other maintenance personnel as required
- Perform required inspections of the boiler system
- Promptly report and organize repair of important property items
- Provide yard maintenance and snow clearing
- Attend to minor maintenance items

- Assure appropriate records are completed in a timely manner, such as the reporting log, tracking forms and incident reports
- Provide information in the staff log regarding property and maintenance
- Keep building maintenance records
- Participate in staff meetings and training
- Security and maintenance of the physical property including required boiler inspections
- Attend to required repairs
- Report regularly on building status
- Grounds keeping
- Carry out relevant duties as may be designated

Terms of Position – *Property Maintenance Worker*

Educational Requirements:

Successful completion of secondary education

Boiler Certificate

Consideration will be given to equivalency in education and experience.

Experience:

No less than three years in a property management setting

Training:

Completion of WHMIS, PART, CPR, FIRST AID, TLR, FIIT, Fall Protection and Confined Spaces

Workers in this position are expected to participate in training provided through the Association.

Hours of Work:

To occur between 8:00 a.m. and 11:00 p.m. as scheduled on a monthly basis

The hours will include weekends and statutory holidays

Rate of Pay:

As per collective agreement.

Benefits:

As per the collective agreement. Workers in this position are in a core funded program and are not considered to be project workers.

Worksite

Majority of duties of work are performed at Wakamow Manor. Offsite duties include: grocery store, Sarcen, post office, lumber yard, plumbing store, locksmiths, Wakamow Place, and other retail stores that may require supply purchasing.

Training may occur off site.