

GREENVIEW, ALBERTA

OPEN COMPETITION

JOB TITLE: MAINTENANCE TECHNICIAN
DEPARTMENT: INFRASTRUCTURE & PLANNING
LOCATION: Sub Office – Grovedale Alberta

SUMMARY:

Reporting to the Facilities and Maintenance Supervisor, the Maintenance Technician is responsible for assisting with the maintenance of all Municipal owned and operated buildings, property and security systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Monitor and maintain all Municipal facilities.
- Perform minor maintenance as required.
- Monitor condition and perform or recommend to Supervisor, Facilities Maintenance to arrange for maintenance of HVAC and mechanical systems.
- Review and assist with recommendations for yearly maintenance inspections.
- Ensure all emergency alarm and security systems are functioning as designed at all times.
- Responsible for performing snow removal to permit safe access to and from parking lots and doorways for all Municipal owned and operated facilities.
- Responsible for manual snow shoveling as required.
- Responsible for performing grounds maintenance for all Municipal facilities.
- Assist with special projects as required.
- Operate various equipment on a relief basis, as approved by the Supervisor, Facilities Maintenance.

Minor

- Deliver or coordinate the delivery/redirection of freight to various locations as required.
- Responsible for performing the relocation and installation of office furniture and equipment.

Occasional

- Performs other duties as assigned.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Grade 12.
- Building Trades Certificate is considered an asset.
- Experience in the operation and maintenance of buildings and a solid understanding of current construction codes and practices.
- Familiarity with mechanical/HVAC systems.
- Class 5 driver's license.

SKILLS REQUIRED:

- Familiarity with Microsoft Word and Excel.
- Excellent verbal and written communication skills.
- Must be self-motivated, and able to work independently and in a team environment.
- Ability to prioritize and manage time constraints.
- Ability to interpret, implement and adhere to organizational policies and procedures.
- Ability to operate equipment and use of tools.
- Use and operation of a vehicle and trailer.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Some physical effort; occasional heavy lifting.
- Some intensive labour duties involved.
- Extensive periods of sitting and standing.
- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Subject to working with hand tools and electrical tools.
- Extensive use and operation of a vehicle.
- Exposed to working in a high noise environment.
- Subject to cuts, scrapes, falls, burns and blows.
- Hazards associated with working on or alongside roadways.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear correct Personal Protective Equipment as per safe job procedures.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

HOW TO APPLY:

Interested candidates may **submit cover letter and resume** in one of the following ways:

By Mail or Drop off: Human Resources Department
 Municipal District of Greenview No. 16
 4806 – 36 Ave., Box 1079
 Valleyview, Alberta T0H 3N0

By Fax: 780-524-4307

By E-mail: careers@mdgreenview.ab.ca

This position will remain open until a suitable candidate is found.

We sincerely thank all applicants, however, only candidates selected for an interview will be contacted.