



EMPLOYMENT OPPORTUNITY

Job Title: Building Maintenance Worker

Department: MTCC

Reports To: MTCC General Manager & Director of Housing and Facilities

Reporting to the General Manager, the Building Maintenance employee (s) is/are responsible for maintaining the Membertou Trade & Convention Centre (MTCC) in top condition both inside and out. This is necessary to ensure full productive use of the building and to enhance the Customer's experience.

In order to perform this job successfully, an individual must have previous experience with providing maintenance for a commercial building and be able to perform each essential function satisfactorily. In doing so, the Building Maintenance employee must work closely with staff from the MTCC as well as various other Divisions of Membertou, as well as outside contractors.

Duties and Responsibilities:

- Develop and maintain a tangible capital asset listing for the MTCC.
- Develop and maintain a regular preventative maintenance program of daily, weekly and monthly checklists for the building and its equipment with documented scheduled maintenance procedures.
- Perform and/or coordinate preventative maintenance procedures on MTCC building and equipment on a scheduled basis.
- Maintain records of scheduled maintenance procedures completed as well as other repairs and maintenance work completed in one central filing location. This may require use of computer software to track data.
- Perform Quality Assurance duties for the MTCC Maintenance department, developing and maintaining documentation as per ISO requirements.
- Perform minor repair of the building and its equipment. Major repairs are performed by or under the supervision of licensed workers or contractors.
- Work with Membertou Maintenance Workers and/or outside service contractors to troubleshoot and perform routine maintenance and repairs on:
 1. Heating, cooling and ventilation systems.
 2. Plumbing systems
 3. Electrical systems.
 4. Appliances.
- Troubleshoot and perform routine maintenance and minor repairs on:
 1. Building storm and sewer drains.
 2. Doors, door locks and windows.
 3. Tables, chairs and other furniture.
- Repair drywall and paint interior walls, ceilings and trim as required.
- Paint outside structures as required.
- Inspect all rooms and areas of the building both inside and out on a regular basis, and perform repairs as required.
- Work with Membertou's Purchasing Department to locate and qualify prospective companies to provide supplies and/or perform services for the MTCC.
- Obtain estimates for supplies, repair parts, and contracted jobs working with the Purchasing Agent to acquire these products and services for the best value and in accordance with Membertou's Purchasing Policy.
- Maintain a strong working relationship with other divisions of Membertou including:
 1. Environmental Services (Janitorial)
 2. Housing (includes Maintenance Workers for other Commercial properties in Membertou as well as the summer landscaping crew)
 3. Public Works (provide snow removal services)
- Perform outside custodial duties such as snow removal at outside entrances; clean-up of debris from sidewalks, grounds and parking lots; removal of cigarette butts from depositories; changing the garbage bags for exterior garbage cans, window washing, restaurant patio clean up, etc. as required
- Perform outside decorative duties, such as planting flowers and putting up outdoor Christmas trees and lights. Water and tend to outdoor plants, as required.
- Assist with decorating the interior of the building for special occasions.
- Assist various departments within the MTCC with moving heavy furniture, equipment and supplies, as required.
- Assist with Event Set Up duties as required.
- Be on-call to respond to emergency maintenance requests as required.
- Report any problems or incidents to the Management Team.
- All duties common to a Building and Grounds Handyperson, and any related duties that may be assigned by management.
- Must be courteous and professional toward guests, co-workers and contractors.
- Promote teamwork within the MTCC and among other divisions of Membertou.
- Must be well groomed and wear the appropriate uniform.
- Adhere to all company policies.
- Required to report any incidents, such as theft, injuries, etc.

- Adhere to the Building Fire Procedure and evacuation plan.
- Adhere to all Health and Safety rules and regulations.
- Work with minimal supervision.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required.

Skills & Qualifications:

- High School Diploma is preferred.
- Minimum of 5 years' combined experience in commercial building maintenance and general repair and maintenance positions is required.
- Certification in one or more relevant trades is an asset.
- Valid Nova Scotia Driver's License is required.
- Basic computer skills are required.
- Physical Demands: Ability to lift up to 75lbs. Ability to perform physical duties for several hours per day, including but not limited to lifting, standing, climbing, balancing, kneeling, crouching, and crawling.
- Communication Skills: Must be able to comprehend verbal or written instructions, correspondence and memos. Must be able to write simple correspondence.
- Mathematical Skills: Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.
- Strong organizational, time management and multi-tasking skills.
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission

To Apply:

Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Troy Paul
 111 Membertou Street
 Membertou, NS B1S2M9

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: September 25, 2020 @ 4:30pm AST

Thank you for applying, however, only those applicants selected for an interview will be contacted.