



# Membertou

WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Building Maintenance Worker (Full Time)  
**Department:** Membertou Properties  
**Reports To:** General Manager / Maintenance Supervisor – Membertou Properties  
**Salary:** Commensurate with experience

### **The Opportunity:**

The Building Maintenance Worker, reporting directly to the Building Manager and Maintenance Supervisor, is responsible for overseeing building maintenance at assigned properties while ensuring compliance with company policies and procedures. This role requires a proactive approach to facility upkeep, ensuring efficient building operations and a high standard of service for tenants. The Building Maintenance Worker represents the company professionally by fostering positive relationships with tenants, vendors, and building patrons.

To be successful in this role, the candidate must demonstrate proficiency in the essential duties outlined below, along with strong technical and interpersonal skills.

### **Key Responsibilities:**

- Maintain high standards for mechanical and physical repairs to ensure the efficient operation and appearance of buildings.
- Conduct daily, weekly, and monthly inspections of building systems and maintain records of scheduled maintenance procedures.
- Perform minor repairs and maintenance in areas such as electrical, plumbing, HVAC, painting, and carpentry. (Major repairs are outsourced to licensed contractors.)
- Assist to ensure fire and life safety systems operate efficiently and address building climate control concerns.
- Monitor and maintain the proper functioning of parking gate equipment.
- Perform minor building renovations, including drywall repair, plastering, and painting.
- Assist with occasional outdoor custodial duties, including waste and snow removal and oversee professional maintenance of property grounds.
- Monitor and support HVAC preventive maintenance procedures in collaboration with technicians.
- Respond promptly to emergency maintenance requests.
- Maintain organized records of scheduled maintenance procedures and industry-required licenses.
- Provide regular updates and reports to the Building Manager.
- Maintain positive relationships with internal and external customers, ensuring confidentiality of transactions and information related to the Band and its members.
- 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 related duties as directed by the Manager.

### **Required Skills & Competencies**

- Experience in commercial building and mechanical equipment maintenance.
- Basic computer proficiency in operating building control systems (training provided).
- Strong skills in plaster and drywall repair, as well as painting.
- Physical ability to perform job duties, including standing, walking, climbing ladders, and lifting/moving minor equipment.
- Excellent teamwork, time management, and organizational skills.
- Strong interpersonal and customer service skills.
- Dependability, integrity, and commitment to workplace safety.

***Preference is given to Indigenous peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.***

### **Apply Today**

If you're passionate about building relationships, leading with integrity, and contributing to a growing community, we would love to hear from you.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department

**Attention: Scott Thomas**

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Membertou, NS B1S-2P5 Or via e-mail to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday, January 23<sup>rd</sup>, 2026, at 4:30 PM AST.**

*Thank you for applying, however, only those selected for an interview will be contacted.  
Membertou reserves the right to pause, extend or revoke this posting at any time without notice.*