



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Maintenance Associate

Housing and Mental Health

Job Purpose

The maintenance associate is responsible the maintenance and repair of properties operated by E4C including: apartments, shelters, group homes and main offices. The maintenance associate ensures that the properties are well maintained and do not pose any physical risks to employees or residents.

Duties and Responsibilities

Maintenance

- Maintain all mechanical, electrical, heating, plumbing and alarm systems.
- Ensure knowledge of building and equipment specifications.
- Other duties may be assigned as needed.

Administrative

- Purchase required supplies within budgetary guidelines.
- Advise Facilities and Maintenance Manager and Program Managers of upcoming building and maintenance issues.
- Other duties may be assigned as needed.

Qualifications

Preferred:

- Some Knowledge of: plumbing, mechanical and electrical systems, boilers, dry walling and general construction.
- Sensitivity to and awareness of issues including poverty and mental illness.
- Clear Security Clearance Check.
- Valid Drivers License, proof of \$1 million PLPD insurance, operation of personal vehicle required.

Working Conditions

This position is Full-Time and on call rotation is required.

Salary Scale

Starting: \$20.25/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.