



A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.

Building Maintenance Technician

Full Time, Temporary 6-month

POSITION SUMMARY

Supporting the Building Operator with the overall building and grounds maintenance, operation, repairs, and installations, you will work to ensure buildings are being managed and maintained in a safe and environmentally responsible manner, and to the highest level of operational efficiency. As Building Maintenance Technician, you will be responsible to maintain a preventative maintenance schedule for all building systems and operations.

This is a 6-month term position with the possibility of extension for an additional 6 months

KEY RESPONSIBILITIES

- Performing general building maintenance including minor drywall repairs, painting, and basic maintenance for HVAC, electrical, and plumbing systems.
- Performing routine equipment and system maintenance tasks, adjustments and minor repairs
- Monitoring the performance of and ensuring effective operation of the following systems: emergency, HVAC, landscaping, building operations, plumbing, exterior, electrical, and equipment. Includes minor maintenance of boiler, exhaust fan, cooling tower, expansion tank, force flow system, heat exchanger, hot water tank, pumps, sump pump, make-up air and miscellaneous other items.
- Maintaining the grounds, facility, and equipment in a safe and efficient manner.
- Maintain clean, organized, and safe worksite keeping in mind slip, trip, and fall hazards.
- Cleaning and organizing all mechanical, electrical, storage, and boiler rooms.
- Keeping accurate maintenance records of work completed.
- Daily walk around the interior common areas (lobby, halls, stairwells, garbage room, boiler room, elevator, mechanical rooms, etc.) to determine if there are leaks or other matters requiring corrective action.
- Daily walk around of all exterior common areas (garbage ramp, parking areas, landscaping, sidewalks, etc.) to pick up and dispose of litter/dirt, light snow removal and sanding of walkways, making site safe, and to determine if there are issues that require further or corrective action.
- Conducting property site visits/inspections to identify and make recommendations as applicable.
- Report all interior and exterior common property items requiring repair/maintenance beyond personal scope in a prompt and timely manner.
- Working to problem solve, plan, organize, communicate, and cooperate with other staff members to ensure tasks are completed.
- Identify and report to Building Operator any problems and recommend changes to improve efficiency, reduce operating costs, or comply with environmental, building, and safety codes.
- Respond to emergency situations 24/7 (e.g. power failures, floods, fire, heat pump malfunctions, wind damage, etc.).

- Respond to requests from building residents, including minor maintenance or assist in the coordination of maintenance to the interior of dorms and suites.
- Other maintenance duties as required to assist in the efficient operation of the property and building.
- Tracking work orders, project work, preventative maintenance and other site-specific duties as assigned.

QUALIFICATIONS

- High School Diploma or GED, supplemented by other discipline related to building maintenance or equivalent experience preferred.
- Asbestos Worker Training Certificate an asset
- Journey person trade certificate is a valued asset.
- Certification in First Aid and WHIMIS would be an asset.
- Education or experience in a property management program such as BOMA or IREM an asset.
- Must possess a valid provincial driver's license and have a reliable vehicle.
- 3-5 years' experience in building maintenance and repairs.
- Ability to work independently with minimal direction and respond to emergency situations during regular hours and after-hour calls.
- Knowledge in the operation of various hand and power tools.
- Ability to allocate time effectively, work under pressure, and manage tight deadlines, handle multiple demands and competing priorities, and adapting to new ideas and changes.
- Working knowledge of MS Office systems, and mobile communication devices.
- Embrace and proactively support company culture of environmental and social responsibility.
- Have a positive attitude and patient nature, with the ability to communicate effectively with contractors, staff, faculty, and students.
- Basic understanding of environmental health and safety legislation, and the design, operation, and maintenance of building systems.
- Physically fit and able to perform the duties of the position including lifting, moving, pushing, or pulling objects weighing up to 75 pounds and climbing ladders.
- Ability to work on your feet for a complete shift while constantly bending, stretching, walking, lifting, or moving things.

A condition of employment is assent to the University's Christian Statement of Faith found at: <https://www.kingsu.ca/about-us/careers>

Position will remain open until a suitable candidate is found. Forward resumes by e-mail to:

Human Resources

The King's University

9125-50 Street, Edmonton, Alberta

T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.