

## **POSITION DESCRIPTION**

### **Position Title**

General Maintenance Person, Permanent Full-time, Nights

### **Function**

Reporting to the Community Manager, the General Maintenance Person (GMP) is responsible for following maintenance processes and procedures for routine, preventative, emergency, and after-hours maintenance requests and work orders. The General Maintenance Person is responsible for the overall maintenance, servicing, and repairs required to ensure Silvera's Independent and Supportive Living Communities including, equipment, furnishings, fixtures and the surrounding grounds remain in excellent condition.

### **Key Responsibilities Include:**

- Troubleshoot and repair maintenance issues; Estimate vendor costs and issue vendor purchase orders in accordance with Silvera's signing authority matrix
- Perform minor electrical, heating, mechanical, HVAC, plumbing, light carpentry, light landscaping, and building repairs
- Complete work orders in order of priority; update Maintenance Supervisors on outstanding work orders and escalate issues as required
- Support Silvera's Move In/Out KPI and KPM targets by completing timely suite renovation work orders in accordance to Silvera's established standards and guidelines; monitor vendor work and update Move In/Out Coordinator on the renovation progress
- Complete all routine and preventative maintenance work orders within scheduled timelines and ensure accurate record keeping
- Comply with all fire, health, and safety regulations and remain alert to any potential threats to the safety and security of residents, staff, and visitors
- Serve as On-Call Maintenance GMP on a rotational basis

### **Qualifications required:**

- High school diploma or GED required
- 1 - 3 years of previous general maintenance experience required. Basic electrical, heating, mechanical, HVAC, and plumbing experience required
- Experience operating low-pressure boiler systems an asset
- Building operator training or certification an asset
- Must be in good health with no history of back problems – a medical may be required
- Class 5 driver's license and a clean driver's abstract are required

### **Working Conditions:**

- Company vehicle provided as extensive travel within Calgary will be required; must be comfortable driving in heavy traffic
- Heavy lifting will be required (up to 50lbs), including pulling, pushing and lifting equipment
- Some exposure to corrosive and non-corrosive chemicals will be required
- Frequent bending and stretching will be required
- Operation of various types of equipment and machinery will be required
- Working alone and in confined spaces will be required
- Working under somewhat stressful situations may be required.
- Working outdoors in inclement weather will be required

Silvera is a leading advocate and caring provider of homes and services for older Calgarians. We offer non-profit service to more than 1,450 residents and have continued to do so proudly for over 60 years.

Silvera employees create positive impact every day. Together, we serve people who make their home with us, including in our supportive living communities, which provide meals, housekeeping and Active Aging programs. Silvera provides a respectful, inclusive, diverse workplace. Our employees work hard to make our communities the safe, comfortable places residents call home. We offer employment opportunities in dining, housekeeping, maintenance and administration. We reward staff through training, recognition and opportunities for growth. We offer flexible full-time, part-time and casual hours, and lieu time.. Our communities are located in all quadrants of Calgary and our head office is located on Macleod Trail near Chinook Centre.

Come build a career with our committed, high-performing team and make a positive difference in the lives of others.

- Our singular purpose: Live your best life.
- We value accountability, honesty, relationships and innovation.

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

Due to the current high volume of applications, we will not be accepting phone calls about individual applications.

All pre-screen questions must be answered completed for an application to be processed.

In accordance with the Alberta Accommodation Standards, all successful candidates are required to complete a criminal record check prior to commencing employment and all offers made are contingent upon a successful criminal record check.

For further information on us, please visit our website: [www.silvera.ca](http://www.silvera.ca)