

JOB OPPORTUNITY 2017 - 35

Title: Exterior/Interior Maintenance (Full-time)
Location: Pen Centre, St. Catharines ON
Reporting To: Operations Manager, Pen Centre
Scheduled Hours: 40 hours per week, Schedule subject to rotation and Weekends depending on needs of property

Position Summary

This role performs multiple tasks which, for the most part, are of a semi-skilled nature. They include but are not limited to grounds operations and maintenance HVAC, carpentry, door repairs, painting, cleaning, minor electrical including light changing, operation of building automation system, plumbing and mechanical repairs.

Tasks & Responsibilities of this position include:

- Carries out duties on a daily basis, as scheduled through the Angus Anywhere preventative maintenance system, such as: operations and maintenance of grounds including, sweeping and picking up litter throughout the parking lot, exterior garbage pick-up, cleaning of entrances and walkways, maintaining the operation and maintenance of compactors, repairs to fencing and signage, minor exterior painting and in some cases working with third party contractors.
- Assist the Building Operator with HVAC maintenance such as: changing filters, fan belts, lubrication, cleaning of coils and fan housing and control connections.
- Respond to trouble calls by staff and tenants including, but not limited to toilets and sinks, minor electrical services, supply of tools and equipment etc.
- Carries out work as directed by Occupational Health and Safety Committee inspections: i.e. trip hazards, entrance and exit blockages, combustible materials etc.
- Carries out event services needs such as: erecting and take down of stage, setting up tables and chairs, delivery of goods and materials, erecting and taking down Christmas decorations and other special event set-ups.
- Other related duties as assigned by Operations Manager or Operations Supervisor

Skills & Experience Required:

The ideal candidate will possess:

- Secondary School Graduate Diploma;
- Have taken courses in the operation and maintenance of building environmental systems or related trades training;
- WHMIS Certification;
- Be Semi-skilled in several areas such as minor maintenance to electrical, mechanical and plumbing systems, painting and carpentry.
- Have excellent customer-service skills and focus;
- The ability to operate motorized tools and equipment;
- Must possess a valid Ontario Drivers' License with acceptable driving abstract;
- Must be bondable;
- Have 2 to 3 years of proven experience operating and maintaining shopping centres or other commercial buildings;
- Must be self-motivated and have the ability to work either independently or as a member of a team;
- Must be have the following physical capabilities with which to execute responsibilities:
 - Walking, bending, standing and lifting for periods of time.
 - Working with various workplace chemicals.
 - Shoveling, sweeping and being outside during all times of the year.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than August 31st, 2017 to:

**Terry Venus, Operations Manager
Pen Centre Management Office
221 Glendale Avenue
St. Catharines ON L2T 2K9**

**Fax: (905) 682-5900
Email: tvenus@20vic.com**