



Treaty 7 Urban Indian Housing Authority

234 12C Street North
Lethbridge AB T1H 2M7

Phone: (403) 327-1995 Fax: (403) 327-0849

Position Title: Maintenance – Casual/Seasonal 6 months
Reports to: Maintenance Supervisor
Starting Wage: \$17.00/hour
Hours of Work: 7.5 hours per day
Position: 3 Positions Lethbridge office, 1 Position Calgary office

GENERAL DESCRIPTION:

Primary role includes but is not restricted to carrying out the ongoing maintenance activities to ensure the Lethbridge, Cardston, and Calgary housing rental units are in good condition. This position requires thorough knowledge and experience in building repairs, including routine and preventative maintenance. Building experience should include general carpentry, electrical, plumbing and heating.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

- **Require a thorough knowledge and experience in building repairs. Building experience should include general carpentry, electrical, plumbing and heating.**
- **Must be willing to participate in an organized team environment.**
- **An ability to communicate in a Treaty 7 First Nation language would be an asset**

KEY DUTIES:

- Receive work orders/maintenance requests and plans work accordingly
- Familiarize themselves with Canada Mortgage and Housing guidelines and codes.
- Organize and perform day-to-day maintenance activities.
- Purchase materials/supplies using purchase orders as provided from immediate supervisor
- Communicate with tenants to ensure they receive the best service possible, and inform immediate supervisor of any concerns.
- Periodically inspects interior, exterior and grounds to ensure the maintenance of such areas and to identify all defects requiring corrective measures.
- Complete repairs at vacant units, including painting, hardware, minor plumbing.
- Periodic travel to Cardston and Calgary is required.

ADMINISTRATIVE:

- Delivers eviction notices as well as any other deliveries.
- Is required to perform and adhere to the Policies and Procedures of Treaty 7 Urban Indian Housing Authority.
- Perform other related duties as deemed necessary by Management.

QUALIFICATIONS and REQUIREMENTS:

- **Journeyman Certificate in Carpentry and or three to five years related experience.**
- **Must provide a vehicle suitable for work.**
- **Must possess a current driver's license**
- **Must be in good physical condition.**

**Deadline to apply is May 18, 2018 at 4:00 pm submitted to:
Executive Director, Treaty 7 Urban Indian Housing Authority**

Please include; Resume, Cover letter, Criminal Record Check and 3 References. We thank all interested applicants. Only those selected for an interview will be contacted.