



Maintenance Worker

Position Type: Casual/Part-time
\$12.00/hour

Located in Parkland County, minutes from Spruce Grove, the Wildlife Rehabilitation Society of Edmonton (WRSE) is a non-partisan, charitable organization that provides compassionate care for injured and orphaned wildlife and educates the public on the importance of wildlife in the community.

WRSE is seeking a casual/part-time **Maintenance Worker** who will assist with facility upkeep and work an average of one day per week: some weeks may not require work, other weeks may require 2 or 3 days of work. Reporting to the Executive Director or designate, the Maintenance Worker will be responsible for performing routine and preventative maintenance and repair procedures on all WRSE's buildings, equipment and utility systems.

Duties and Responsibilities

- Perform minor repairs on all WRSE buildings and equipment
- Perform preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspect belts, check fluid levels, replace filters, grease bearings, seals, etc.; repair or replace broken parts
- Replace broken windows; repair doors, door locks and closets
- Complete weekly and monthly checklists on building equipment maintenance procedures and develop and maintain records of scheduled maintenance procedures
- May respond to emergency maintenance requests as required
- Repair plaster and drywall and paints building structures as required
- Perform outside custodial duties such as snow removal as required
- May obtain estimates for supplies, repair parts; orders parts as needed
- Encourage volunteer participation in facility and grounds maintenance and supervise their activities
- Develop and maintain an updated contact list of essential services for staff to contact in an emergency
- Assist staff with special projects such as constructing special perches or animal care enclosures or installing shelving to meet specific needs
- Assist staff to ensure all areas of the property and facility are kept neat and orderly
- Ensure all accumulation of garbage or excess materials are properly disposed of in a timely fashion
- Ensure all cleaning materials are used in a safe manner that is respectful of the environment. No contamination of the property is permitted.

Other Duties

- Manage the maintenance schedule and work within annual budgets to meet position objectives
- Remain current on WHMIS standards and practices
- Maintain positive relationships with staff, service providers, and volunteers
- Other duties as required by the Executive Director

Qualifications and Key Abilities

- At least 1 year of experience in building and mechanical equipment maintenance and repair
- Excellent interpersonal communication skills and ability to work in a team environment
- Ability to read and comprehend simple instructions, record maintenance procedures and to effectively present information to other employees of the organization
- Adept at creative problem solving
- Energetic and self-directed, with effective time management and organizational skills
- Personal commitment to wildlife and the environment

Please send resume and cover letter to:

Debra Jakubec
Executive Director
Email: debra@wildlife-edm.ca
Fax: (780) 988-0998

Website: www.wildlife-edm.ca

We thank all applicants for your interest in this position, but only those selected for an interview will be contacted.

This posting will remain open until a suitable candidate is found.