

Yellowknife Direct Charge Cooperative Ltd.

POSITION VACANCY

Position(s): Maintenance Superintendent

Department: Maintenance/Janitorial

Reports To

Business Development Manager/Asset Manager

Summary

The Maintenance Superintendent will be responsible for performing general building and property maintenance. This includes maintaining HVAC (heating, ventilation, and air conditioning), electrical, plumbing and mechanical systems and equipment. The incumbent is also responsible for the upkeep and preservation of the Yellowknife Direct Charge Cooperative grounds, including landscaping and snow removal

Job Duties

- Perform regular preventive maintenance on daily equipment and facility such as replacing light bulbs
- Read and interpret equipment manuals and work orders to perform required maintenance and service
- Perform simple plumbing maintenance and carpentry functions
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties
- Detect faulty operations, defective material and report those and any unusual situations to the Business Development/Asset Manager
- Maintains inventory of new equipment, manuals and warranties
- Moves equipment throughout the premises as required
- Moves and sets up furniture and equipment for Yellowknife Cooperative meetings and functions as requested

- Complies with safety regulations and maintains clean and orderly work areas
- Assists Business Development/Asset Manager to coordinate and monitor contractor activities in the building and property
- Maintains adequate supplies and equipment for the maintenance department
- Completes all necessary reports and records related to the department as required
- Drive Yellowknife Direct Charge Cooperative vehicles, as required
- Responsible for snow removal and ice safety
- Attends meetings as required
- Performs other reasonable duties as requested

Requirements

- Highly motivated and able to work independently
- Exhibit initiative, responsibility, flexibility and leadership
- Minimum of one year experience in the operation and maintenance of buildings
- Ability to perform small repairs (ie, caulking, replacing washers, and replacing light fixtures)
- Ability to comprehend detailed instructions orally and in writing
- Ability to multi-task and establish priorities
- Able to physically lift and carry heavy items
- First Aid skills and/or certificates are considered assets

Work Conditions

- 24/7 availability may be required
- Physical ability to lift up to 50 lbs.
- Overtime as required
- Hazards associated with the trade
- Work both indoors and outdoors

Interested applicants should forward their cover letter and resume to: Human Resources Manager, r.daley@ykcoop.com