

**Maintenance Technician—Métis Urban Housing Corporation**

**Locations:** Calgary

**Positions :** 2

**Closing Date:** January 31, 2024

**Position Status:** Full Time (37.5 hrs. per week)

**THE ORGANIZATION**

Métis Urban Housing Corporation (MUHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 1982** to provide **subsidized, adequate and suitable** housing to low and moderate income Indigenous families in Alberta. We currently have 507 units in 14 **urban centres** funded by the Federal Government through Alberta Seniors and Housing. MUHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta.**

For more information about Métis Urban Housing and it's sister organization Métis Capital Housing Corporation (MCHC), visit our website at [metishousing.ca](http://metishousing.ca)

**THE OPPORTUNITY**

The Maintenance Technician is responsible for a wide variety of maintenance, preventative maintenance, repairs and full renovation of properties in the Métis Urban Housing Corporation portfolio.

**KEY RESPONSIBILITIES**

Conduct regular unit maintenance inspections and perform work duties assigned daily to complete work requests by Maintenance department such as:

- Complete painting and repair of unit's interior and exterior.
- Install cabinets/counters, floor coverings, repair/replace drywall, change doors and locks.
- Perform minor electrical repairs such as replacing switch plates, plug ins and light fixtures.
- Perform minor plumbing such as replace worn or leaking tap washers, toilet tank floats and valves, handles or faucets, shower heads.
- Perform and/or troubleshoot minor repairs on appliances.
- Regrade landscaping, spring yard clean up and tree trimming. Maintain grounds on vacant units such as garbage clean up and removal, grass cutting etc.
- Maintain exterior finishes such as eaves troughs, siding, shingles and sidewalk repair.
- Complete annual inspection of all properties in the MUHC portfolio.
- Perform minor repairs of furnaces including checking furnace filters, checking belts for wear and tension (replace as required), cleaning humidifier and replacing filter pad, vacuuming inside furnace compartment and lubricating pumps and motors.
- Perform or troubleshoot minor repairs of hot water tanks.
- Cover after hour's emergency call phone on a rotational basis.
- Complete required daily report and logs.
- Other duties that may be assigned from time to time. (ie. Travel to rural locations.)

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**QUALIFICATIONS**

***Education***

- Grade Twelve Diploma
- Building trades qualification from a recognized institution.
- Minimum of 3 years of maintenance experience or an equivalent combination of education and relevant work experience.

***Professional designation***

- None

***Knowledge, skills, and abilities***

- The Maintenance Technician must possess a mechanical aptitude to effectively perform the duties required of this position.
- Maintenance Technician requires excellent verbal, written and interpersonal skills. Proficiency to work with various power tools.
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**WORKING CONDITIONS**

Maintenance Technician wear protective attire, such as work gloves and sturdy boots. Most work is usually performed indoors, but may on occasion work outdoors to repair fences, sidewalks and eaves troughs for example. May work in hazardous situations or with hazardous equipment; injuries are possible from cuts, or falls. May be exposed to loud machine sounds and noises that are distracting. May work with contaminants as oils, solvents, and paints. May enter cramped work places that require getting into awkward positions. Sometimes work high places such as roofs or on ladders.

**WHAT WE HAVE TO OFFER YOU**

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- Personal development
- Competitive compensation

**HOW TO APPLY**

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: [hr@metiscapital.ca](mailto:hr@metiscapital.ca) or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.