



### **Maintenance Technician—Métis Urban Housing Corporation**

**Locations:** Edmonton

**Positions :** 3

**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 various maintenance activities, preventative maintenance, repairs, and complete renovations across properties within the Métis Housing (MUHC/MCHC) portfolio. The Technician ensures properties are maintained to a high standard and contributes to the safety, functionality, and aesthetic quality of all MUHC/MCHC-managed units.

#### **KEY RESPONSIBILITIES**

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

- Conduct regular unit maintenance inspections and perform assigned work duties to complete daily maintenance requests.
- Painting interiors and exteriors.
- Install cabinets, counters, and floor coverings; repair/replace drywall; change doors and locks.
- Perform minor electrical repairs such as replacing switch plates, plugs, and light fixtures.
- Complete minor plumbing repairs, including replacement of washers, faucet components, toilets, and showerheads.
- Perform and troubleshoot minor repairs on appliances and hot water tanks.
- Conduct minor repairs of furnaces, including checking filters, belts, humidifiers, and lubricating pumps and motors.
- Regrade landscaping, perform spring yard clean-up and trim trees.
- Maintain grounds for vacant units (garbage removal, grass cutting).
- Maintain exterior finishes such as eavestroughs, siding, shingles, and sidewalks.
- Complete annual inspections of all properties in the MUHC/MCHC portfolio.
- Complete required daily reports and maintenance logs accurately and on time.
- Cover after-hours emergency maintenance calls on a rotational basis.
- Travel to rural locations as required for work assignments.
- Other related duties may be assigned by the department Manager or the Senior Director of Operations as needed to meet the goals and objectives of the organization. The employee will receive clear instructions and guidance to complete such assignments successfully.
- Liaises with community associations, agencies, and stakeholders.
- Represents the organization at community activities to enhance the organization's community profile.
- Participates in committees, task forces, and special projects as required.



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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

#### *Core Competencies*

- **Technical Proficiency:** Skilled in general maintenance, minor electrical, plumbing, and carpentry work.
- **Problem-Solving:** Effectively diagnoses maintenance issues and implements practical solutions.
- **Attention to Detail:** Ensures repairs and renovations are completed accurately and to a high standard.
- **Time Management:** Completes daily work assignments efficiently, meeting deadlines.
- **Communication Skills:** Communicates clearly with supervisors, tenants, and team members.
- **Adaptability:** Handles various tasks, responding to emergencies or priority repairs when needed.
- **Safety Awareness:** Practices safe work procedures and adheres to occupational health and safety regulations.
- **Basic Proficiency:** Demonstrates foundational skills in reading work orders, using tools and equipment properly, and completing documentation accurately.
- **Basic Computer Skills:** Uses mobile devices, maintenance software (e.g., PTM), and email to complete reports, track work orders, and communicate effectively.

### **WORKING CONDITIONS**

This position is a field-based role with travel to multiple property locations, including rural sites. There is a rotational on-call shifts for after-hours emergency maintenance. Physical work environment requiring lifting, bending, climbing ladders, and outdoor work in various weather conditions.

### **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.