



Maintenance Worker (40 hours per week)

The Medicine Hat Women's Shelter Society supports families and individuals who are experiencing family violence by providing them with safe shelter, education advocacy, and access to community resources.

The successful candidate will be responsible for overall maintenance of our two shelter facilities including our emergency shelter and our second stage shelter which has 10 townhouse rental units.

Duties Include (but are not limited to):

- Routine maintenance of facility and grounds;
- Maintaining heating and cooling systems (coordinating repair work with contracted company);
- Completing small household repairs, painting, and basic carpentry;
- Maintaining the underground sprinkler system;
- Coordinating skilled tradespeople for completing projects and repairs;
- Coordinating vehicle maintenance;

Our ideal candidate will:

- Minimum 5 years' experience in a maintenance environment (combinations of education and experience will be considered);
- Be personable and professional with contractors, clients, staff, and members of the community;
- Have excellent analytical, organizing, and time management skills;
- Have the ability to multi-task several priority items while paying attention to detail with minimal supervision;
- Be able to safely lift up to 40 pounds and perform physical activities;

Start date: ASAP

Hours of Work: Monday to Friday 8am – 4:30pm, 40 hours per week, with the flexibility to work occasional weekends/evening for emergency situations.

Rate of pay: Please indicate salary expectations in cover letter; comprehensive benefits package available after 3 months, 3 weeks' paid vacation per year. A matching RRSP program is available after 1 year of employment.

Submit your resume and salary expectation by Sunday, February 24th, 2019 to:

Kali Carlson at kalic@mhws.ca or by fax: (403) 526-0209

Note: Position will remain open until suitable candidate is found.

All candidates must undergo a criminal record check and an Alberta Child Welfare Intervention Check showing no substantiated instances of child abuse or neglect.

(MHWSS thanks all applicants, however, only those invited for an interview will be contacted)