



Poundmaker's Lodge Treatment Centres
Box 34007 Kingsway Mall Post Office
Edmonton, AB T5G 3G4
Phone Number: (780) 458-1884 Fax Number: (780) 459 1876
Toll Free Number: 1(866) 458-1884
www.poundmakerslodge.ca

INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Building Services Worker

Full Time Position.

Poundmaker's Lodge Treatment Centres (PLTC) is growing and expanding and as such, we have an available position for an individual who will assume responsibility as Builder Service Worker. The overall objective is to assume responsibility for maintaining and inspecting Poundmaker's Lodge housing units and buildings on behalf of PLTC.

Duties and Responsibilities:

The building service worker will report to the Executive Director and is responsible for maintaining housing units, residence, and buildings. This includes the maintenance both internal and external structures and ensuring buildings are safe. The individual must have the ability to work within a team environment.

Operational duties include:

1. Maintain Poundmaker's housing units to ensure the units are safe and in adequate condition.
2. Act as a liaison between Poundmaker's Lodge and external contractors working on site.
3. Basic building maintenance.
4. Maintain building interiors and exteriors such as siding, drywall, flooring, roofing, porches and grounds.
5. Inspect and maintain fire protection systems and equipment.
6. Assist with installation of maintenance and mechanical systems.
7. Assist with installation and maintenance of heating and ventilation systems.

Qualification Criteria:

1. Proven maintenance experience (3-5 years)
2. Experience using machinery and maintenance equipment is considered an asset.
3. Experience working with or knowledge of, Indigenous communities and culture will be considered an asset.

Knowledge and Skills Required:

1. Excellent mechanical skills.
2. Ability to operate required machinery in a safe and responsible manner.
3. Effective listening and communication skills.
4. Ability to read building specifications, blueprints.
5. Excellent verbal and written communication skills and computer literacy skills;

Other:

1. The successful candidate will require a valid Alberta Driver's license and have access to a reliable vehicle. Final candidates for this position will be asked to undergo a security screening.
2. Demonstration of a healthy lifestyle will be an asset.
3. The building service worker will be subject to a physically demanding job, requiring lifting, pulling, and managing heavy equipment. Must be able to lift 50 pounds.
4. The ability to work in all weather conditions.

Resumes without cover letters will NOT be accepted. Cover letter must demonstrate your experience with Indigenous populations. Resume must clearly outline how your previous work experience demonstrates your qualifications and requirements for this position. Interested candidates should fax or email their cover letter and resume to:

Brad Cardinal
Executive Director
Poundmaker's Lodge Treatment Centres
Email: Brad-Cardinal@poundmaker.org
Fax: 780-459-1876

Ryan Brost
Human Resource Specialist
Poundmaker's Lodge Treatment Centres
Email: Ryan-Brost@poundmaker.org
Fax: 780-459-1876

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted. Final candidates for this position will be required to undergo a security screening, including a criminal record check.