
Charis Village Housing Society of Central Alberta

Job Profile

Job Title:	Summer Maintenance Assistant	Wage Minimum wages	Hourly yes
Term	Summer 2022 Part time	Reports to:	Village Administrator or Maintenance Technician
Division:	Administration	Direct Reports:	• None
Location:	Lacombe	Associates:	Marketing Manager

General Summary

The Summer Maintenance Assistant will be responsible to assist the Village Administrator and Maintenance Technician in the care of the village grounds, buildings and resident maintenance request.

The Summer Maintenance Assistant reports to the Village Administrator or Maintenance Technician. The position is accountable for assisting in the care of the ground, good working condition and appearance of the buildings and the timely completion of resident maintenance requests.

The Summer Maintenance Assistant needs to have attention to detail, be empathetic, positive and have a passion for making peoples lives better with a Christian focus. The person in this position will need to genuinely enjoy interacting with seniors.

Principal Accountabilities

Grounds Care – Accountable to Village Administrator or Maintenance Technician

Accountable to assist in the care of the Village Grounds and Equipment to ensure a park like atmosphere. Includes but not limited to:

- Grounds Care:
 - Trimming and mowing of grass.
 - Control of weeds in rock garden beds and vacant lots through weeding or spraying
 - Watering of trees, shrubs and flowers
 - Pruning of trees, shrubs and flowers
- Equipment Operation and Care:
 - Ability to Operate or willingness to learn to operate:
 - Weed Trimmers
 - Push Mowers
 - Garden Tractor with Mower
 - Zero Turn Mower
 - ATV with dump box
 - Ability to Maintain or willingness to learn to maintain Equipment.

- General Maintenance for greasing and cleaning to keep in excellent condition with a clean appearance.

Building Maintenance – Accountable to Village Administrator or Maintenance Technician

Accountable to assist in the care and maintenance of the Village buildings are maintained a high standard. Includes by not limited to:

- Janitorial of common areas
- General maintenance
- Resident Maintenance requests.

Competencies

Technical

Ability or willingness to learn to:

- Operate yard and garden equipment.
- Compete janitorial tasks
- Complete basis building maintenance tasks

Enabling

Communication skills and willingness to engage with seniors.

Attention to detail to add to the care of grounds, equipment, and buildings.

Enjoy working outdoors.

Ability to lift medium weight items.