

## **MAINTENANCE COORDINATOR**

Are you are looking for a challenging yet rewarding position where you are able to use your maintenance and coordination skills to your maximum potential? Then join our Team!

Métis Urban Housing Corporation (MUHC) is dedicated to provide affordable, adequate and sustainable housing to low and moderate income Aboriginal families within Alberta. To achieve the mission, we are committed to work with a broad base of stakeholders to ensure the success of our organization. The Métis Nation of Alberta, on behalf of the Métis people of Alberta, is the shareholder of MUHC.

### **RESPONSIBILITIES**

The Maintenance Coordinator is responsible for leading the coordination of all maintenance activities required in the department. Working under broad guidelines, the Maintenance Coordinator ensures adequate and timely maintenance is provided to our tenants. The Maintenance Coordinator is a key member of the Facility Operations team and works closely and collaboratively with the Director of Facility Operations, Manager of Facility Operations, and other members of the team. A minimum of 10 years of experience is required.

### **REQUIREMENTS/PREFERENCES**

- High School Diploma required; Associates degree in maintenance or equivalent experience.
- A minimum of 10 years experience in facilities maintenance.
- Knowledge of codes, policies, regulations and procedures related to home repairs and renovations.
- Deal effectively with the public, both in person and over the telephone.
- Coordinating projects, setting priorities, meeting deadlines and following up on assignments.
- Have time management.
- Ability to work well with a team and at times alone.
- WHMIS and First Aid.
- Have your own vehicle and be willing to travel.
- Computer skills.

### **HOW TO APPLY**

Applicants should send a resume 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: 780-452-1076. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.