

## **Facilities/Maintenance Assistant**

### **ROLE AND RESPONSIBILITIES**

Reporting to the Director of Operations, you will work with the team to maintain our work environments. Your duties will include but not be limited to:

- Conducting walk-throughs of each site to identify maintenance needs
- Ensuring the adherence of cleaning protocols of physical spaces, equipment and clinical materials according to licensing requirements
- Completing small repairs (light carpentry, painting, installation of equipment/supplies, light mechanical, change light bulbs)
- Coordinating contractors for larger repairs
- Facilitating the transfer of equipment and supplies between sites
- Assisting with management of the equipment and supplies inventory across sites
- Assisting with set-up and take-down for special events
- Assisting the staff to solve concerns specific to the work environment
- Communicating with the Director on a daily basis
- Other duties as assigned

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Demonstrated experience in general maintenance, construction, materials management or other related field
- Proficient written and oral skills
- Excellent interpersonal and communication skills; desire to be helpful
- Attention to detail and self-motivated
- Must have a valid driver's license and access to vehicle, and ability to travel to different locations throughout Edmonton and area
- Police Information Check with Vulnerable Sector, Child Welfare check and First Aid & level-C CPR

To apply for this position, please submit your resume and cover letter to  
[hr@childrensautism.ca](mailto:hr@childrensautism.ca)

Please see our website for detailed information about our organization  
[www.childrensautism.ca](http://www.childrensautism.ca)

Children's Autism Services of Edmonton thanks you for your interest in applying for this position. Only those candidates selected for further consideration will be contacted.