



Job Profile: Grounds

Job Description

Maintenance Assistant candidates need general maintenance experience to perform the duties and responsibilities of the role. They must be familiar with how cleaning machines, moving equipment, and power tools work and understand how to use them for maintenance. They must also be familiar with sourcing parts and services for repair and maintenance work.

Experience with mechanical, electrical, HVAC, carpentry, electrical, and plumbing systems is a plus for candidates. While Maintenance Assistant candidates can get experience from paid jobs and internships, volunteer experience is also suitable.

Identification

Position	Grounds
Department	Maintenance
Area	Site
Salary	\$15.00-\$17.50
Benefits	After 3 months
Reports to	Maintenance Manager

Key Functions

- Maintaining and cleaning facilities, equipment, and the environment
- Ensuring office equipment is in good condition by testing and checking for defective components or parts
- Maintaining an up-to-date inventory of equipment
- Diagnosing and troubleshooting maintenance issues
- Handling emergency requests for cleaning and maintenance services
- Communicating with supervisors on the maintenance status of equipment and facilities
- Attending training sessions about best practices for maintaining and cleaning facilities
- Complying with health and safety regulations and removing waste from facilities
- Managing the routine upkeep of outdoor areas, building exteriors, and parking lots
- Troubleshooting issues with lighting, HVAC systems, and plumbing
- Overseeing construction and repair work

Essential Requirements

- Excellent written and verbal communication skills
- Strong problem-solving skills to troubleshoot and maintain facilities

- Ability to work in a team and desire to help others
- Exceptional organizational skills and keen attention to detail
- Exceptional interpersonal and people skills
- Ability to maintain the confidentiality and privacy of the building's occupants
- Excellent time management skills to complete a variety of tasks
- Ability to interpret maintenance instructions, manuals, safety rules, and other documents

Education and Training

- General maintenance experience
- 2 years experience
- Experience with mechanical, electrical, HVAC, carpentry and plumbing

Other Requirements

- Class 5 Drivers License
- Criminal Record Check with Vulnerable Sector Check
- Valid registration on all vehicles

How to Apply

Interested applicants can email a copy of their resume and cover letter to jobs@goldeye.org. In the email, please include your name, contact information and the position being applied for.