

### Maintenance Assistant Job Description

Alavida Lifestyles is looking to hire a Maintenance Assistant for our retirement residences. Under the direction of the Concierge Manager and General Manager, the Maintenance Assistant is responsible for maintaining the building and grounds in good operating condition.

**Must be available to work on occasional weekends.**

As part of Alavida Lifestyles' Mandatory Vaccination Policy, all employees must be fully vaccinated against COVID-19 and provide proof of vaccination as a condition of employment.

### RESPONSIBILITIES

- Follow a preventative maintenance program for building mechanical, HVAC and fire systems
- General repairs to buildings, equipment, and furnishings
- Maintain grounds and parking area
- Minor suite refurbishments (drywall repair, painting, carpet cleaning etc.)
- Work in compliance with the Occupational Health and Safety Act
- Other duties as required

### QUALIFICATIONS

- 5+ years' experience, or a combination of 2+ years' experience plus a Trade School Certificate in:
  - troubleshooting and performing repairs on plumbing systems and HVAC
  - performing basic repairs on electrical systems
  - repairing drywall and painting
  - performing routine maintenance jobs and repairs
- 3+ years of experience working in a maintenance role in a Retirement Community or Hotel setting is an asset
- Demonstrated experience as a Handyman
- Ability to work with minimal supervision, co-operate with others and solve problems

### PROMENADE

Orleans

110 & 150 ROSSIGNOL DRIVE  
ORLÉANS, ON K4A 0N2

613-451-1414

### RAVINES

CitiPlace

626 & 636 PRADO PRIVATE  
OTTAWA, ON K2E 0B3

613-288-7900

### PARK PLACE

Central Park

110 & 120 CENTRAL PARK DRIVE  
OTTAWA, ON K2C 4G3

613-727-2773

- Ability to speak read and write English; must be able to follow oral and written directions
- Good computer skills are an asset (Outlook, Office, Word, Excel)
- High-school diploma required
- A valid Vulnerable Sector Police Check
- Certificate in Safety Standards

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