

Position: Maintenance Worker
Job Type: Hourly, Full Time
Reporting to: Supervisor, Operations
Location: Grant Park Shopping Centre – Winnipeg, MB

Position Summary: The Maintenance Worker's primary responsibility is to perform day to day maintenance and customer service duties required to keep the property safe and presentable for customers, staff and tenants.

- Role:**
- Complete thorough daily inspections of the property
 - Notify direct supervisor of required repairs of the property in a timely manner
 - Conduct any necessary minor repairs to the property/equipment (i.e. painting, carpentry, HVAC, landscaping, etc.)
 - Monitor the property for health & safety concerns and action accordingly
 - Respond to tenant(s) concerns in a timely manner
 - Ensure that specific areas of the property are in proper condition for inspections
 - Remove ice and snow from entrances, walkways and other areas as required
 - Ensure litter receptacles are empty and that litter is cleared from the property
 - Preserve the "curb appeal" of the property ensuring the overall appearance of the centre is maintained to a high standard
 - Assist external contractors with repairs/inspections (i.e. HVAC, trades people, etc.)
 - Provide exceptional customer service to all stakeholders (i.e. contractors, tenants and customers)
 - Communicate with appropriate stakeholders (i.e. colleagues, trades people) to assist in coordination of work requirements
 - Assist other departments with "set-up" and "tear-down" of materials
 - Other duties as assigned

Requirements: **Formal Education and/or Certifications**

- Secondary School Diploma or equivalent

- College diploma in a related field an asset

Years of Experience

- 1 year experience in a similar field

Specialized knowledge, skills and abilities

- Knowledge of a trade or HVAC, etc. an asset
- Ability to operate power tools
- Valid Driver's License
- Basic PC skills
- CPR and First Aid certification an asset

Competencies:

- Communicate clearly, concisely, professionally and convey active listening and openness
- Build positive relationships and demonstrate commitment, effort and a "take charge" attitude
- Produce accurate work with attention to detail and consistently meet deadlines
- Take ownership for actions, accept constructive criticism and make the necessary changes to behaviour
- Overcome obstacles to get the job done, identify problems and recommend solutions
- See change positively and adapt quickly to change in work requirements

Values:

- Respect: Value diverse perspectives, experiences and talents; treat others the way you would want to be treated
- Empowerment: Use the means provided to carry out responsibilities to the best of your ability and to implement creative ideas
- Integrity: Do the right thing, deliver on commitments and admit mistakes
- Teamwork: Work together as one team toward common goals
- Accountability: Hold yourself and others accountable for decisions and results

If your background matches the qualifications listed above and you are looking for an opportunity with a dynamic team, please submit your resume in confidence to mstorm@primarisreit.com.

Please note that we thank all who apply however only candidates considered for an interview will be contacted.

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