

**JOB TITLE:****Maintenance Technician****About us:**

McCOR Management has offices in Calgary, Edmonton, Gatineau, Laval, Regina, Toronto, Vancouver, Yellowknife and Winnipeg, offering national reach needed to best serve leading investors and occupiers while retaining the local expertise to accommodate smaller firms and sole proprietorships competitively. Built on shared values, understanding and passion of its founders, McCOR will build long-term value for its clients and their properties by maximizing efficiencies, minimizing costs and increasing revenues.

McCOR is a people business. It's our people, and their drive to always do their jobs to the very best of their ability that make us different. We're renowned for creating and nurturing outstanding teams and individuals.

Purpose and Scope:

We are currently seeking an experienced commercial building maintenance person for a large office/retail building downtown.

Responsibilities:

- General repairs and maintenance in suites and building common areas
- Available on-call 24/7 for maintenance emergencies
- Painting, drywall repairs, and light carpentry work
- Flooring installation
- Minor electrical and plumbing work
- Boiler and furnace maintenance and light repairs
- Exterior work including eaves troughs, painting, siding, light fixtures, etc.
- Assist with snow removal in winter

Qualifications:

- High School Diploma or equivalent
- Valid driver's license and reliable vehicle
- Must provide a clean criminal record check
- Proven customer service experience
- Experience with carpentry, drywall, plumbing, and minor electrical repairs
- Previous maintenance experience would be considered an asset
- Strong communication skills, both oral and written
- Ability to develop and sustain cooperative working relationships; team player
- Effective time management, able to work under pressure and meet tight deadlines
- Must be bondable; able to pass a background security check