

## **Maintenance Worker, Kildonan Place Mall**

Primaris REIT owns and manages 35 retail properties aggregating approximately 11.4 million square feet, at Primaris REIT's ownership share, including 22 enclosed shopping centres totaling approximately 9.8 million square feet and 13 unenclosed shopping centre and mixed-use properties aggregating approximately 1.6 million square feet. Primaris REIT is one of the largest owners and managers of enclosed shopping centres in Canada, and one of the largest owners and operators of retail property of all formats across Canada.

### **Role Summary**

Reporting to the Operations Supervisor, 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.

- 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

### **Required Qualifications**

#### **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 behavior
- 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 [careers@primarisreit.com](mailto:careers@primarisreit.com)

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

Primaris is committed to accessibility for persons with disabilities in the course of employment, including in recruitment and hiring. If, as a result of a disability, you require accommodation in order to apply for this role and/or participate in the recruitment process, please contact [careers@primarisreit.com](mailto:careers@primarisreit.com)