



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Facility Maintenance Worker**

The Maintenance Worker will provide support to the Facilities Maintenance Coordinator and the trade's personnel as required. This position will provide service for operations, doing various tasks on an as-needed basis and will mostly perform manual labour work.

#### **Responsibilities:**

- Assists the trades personnel with renovations, installations, or as requested by Facilities Maintenance Coordinator;
- Delivers freight to other facilities.
- Run errands for front office staff and management.
- Move and repair office furniture as required.
- Performs basic snow removal duties at County locations;
- Operates vehicles, tractors, bobcats, hand tools, and various types of equipment as required;
- Washes vehicles and equipment when necessary;
- May perform duties such as heavy lifting, setting up tables, moving equipment, setting up for special events and various odds and ends;
- Assists in developing and overseeing the plan for scheduled reactive and preventative maintenance and repairs for all recreation facilities;
- Completes routine self-generated and work order requests for repairs and services such as:
  - Completes minor plumbing repairs such as changing taps and unplugging toilets
  - Changes light bulbs (excluding high mast)
  - Completes minor carpentry repairs and services such as installing and removing white boards, cork boards, signage, baseboards, painting etc.
  - Completes minor mechanical repairs such as filter changes
  - Completes office/box moves
  - Delivery of supplies and materials
  - Washing of windows high and low
- Responds to emergencies;
- Performs physical labour including climbing ladders, bending, kneeling, reaching, and standing for long periods of time, lifting and carrying boxes, tools, equipment, and materials;
- Completes site/contractor escorts;
- Performs duties as they may arise that would fulfill the mandate of providing complete facilities operations and maintenance;
- Willing to be on-call and work evenings and weekends, if required;
- Maintains positive public relations with users, the general public, and other staff;
- Performs other duties as requested by Facilities Maintenance Coordinator, or designate

**Qualifications:**

- Minimum Grade 12 education or equivalent;
- Ability to perform the physical demands of the position on a daily basis;
- Ability to effectively use a variety of hand and power tools, operate appropriate lifts, and operate a variety of equipment as needed to perform duties of the job;
- Experience in building maintenance and a general knowledge of trades would be an asset;
- Must be outgoing and have the ability to work in a team environment but reliable if required to work alone;
- Excellent problem solving and public relations skills;
- Standard First Aid and CPR, WHMIS, H2S, and Confined Space training would be an asset
- The successful candidate must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets with the satisfaction of the County

**Salary range is \$23.21 to \$28.66 hourly**

- Competition Number: 29-MW-17
- Closing Date: Open until a suitable candidate is found

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 780-623-3510

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.