

## **Property Maintenance**

Collicutt Energy Services Corp is seeking a Property & Maintenance Worker. The successful candidate must demonstrate a proven track record of professionalism, trustworthiness and the ability to work in a private and confidential capacity. This position requires an individual with exceptional trouble shooting and problem solving skills, extensive experience in property maintenance and general repairs, and the ability to manage multiple deadlines and projects.

### Responsibilities:

- Responsible for all aspects of general repair and maintenance of private residences and facilities
- Conducting routine inspections of properties and equipment, performing preventative maintenance and handling basic repairs
- Overseeing contractors when professional repairs are necessary
- Repairing machines, equipment, or structures as necessary
- Troubleshooting minor maintenance problems involving electrical, structural, plumbing and equipment repair or replacement
- Performing routine plumbing repairs such as unstopping toilets, sinks, fixing water leaks, leaking faucets, etc.
- Performing routine electrical repairs such as changing light bulbs and light fixtures
- General carpentry including sanding, staining and painting
- Performing seasonal preventative maintenance and winterizing
- Planning, budgeting, preparing cost estimates and scheduling of modifications and repairs
- Purchasing supplies, equipment, and materials necessary to complete projects
- General outdoor maintenance including snow removal, grass cutting, weeding, fertilizing, pruning, planting, landscaping, gardening, sprinkler system and fountain maintenance etc.
- Assisting with maintenance at other facilities as required
- Adhere to Health and Safety policies and procedures
- Other duties and special projects as required

### Qualifications:

- 5+ years of experience in property maintenance and general repairs
- High school diploma or general education degree (GED)
- Related degree or tradesman certification is an asset
- Knowledge of a variety of property maintenance procedures and techniques and proven maintenance experience
- General carpentry experience is an asset
- Gardening & Landscaping experience is an asset
- Proven trustworthiness and the ability to keep all information related to the roll private and confidential is critical
- Skilled in the use of hand and power tools
- Ability to take apart machines, equipment, or devices to remove and replace defective parts
- Ability to use common tools such as hammers, hoists, saws, drills, and wrenches
- Experience with precision measuring instruments or electronic testing devices
- Strong organizational and follow up skills
- Ability to prioritize tasks in order of urgency
- Eye for detail
- Professional presentation and attitude
- Ability to maintain focus while working individually
- Strong time management skills
- Basic computer skills; emails, downloading photos, etc.
- Excellent troubleshooting and decision making skills
- Proven mechanical and electrical aptitude
- Safety and quality minded attitude
- Able to read and understand blueprints, drawings and assembly instructions

- Ability to lift heavy objects
- Ability to communicate effectively, both verbal and written
- Valid driver's license and clean drivers abstract
- Clean criminal record check

The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

We offer a comprehensive compensation package including: solid group benefits, EAP Program, RRSP matching, referral bonus, course reimbursements and access to world class medical specialists through our unique Best Doctor's program.

Please submit your resume in confidence, along with your salary expectation, and availability date to [hr @collicutt.com](mailto:hr@collicutt.com)

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~  
~ It's Fun to Win ~ Finding a Better Way*

