



Building Maintenance Assistant

PERMANENT FULL-TIME POSITION

The Operations Department is inviting applications for a Building Maintenance Assistant.

This position is primarily responsible to assist the Building Maintenance Foreman with the repair and maintenance of Town owned facilities. The scope of the work will cover all components including heating, ventilation, electrical, carpentry, and other related duties as required.

This can be a physically demanding position requiring the lifting of equipment, tools, and other items. Work site may include cramped spaces and roof tops. We require a versatile and flexible individual who is able to adjust to changing work conditions while focusing on work priorities. You must have the ability to work effectively with minimum supervision while working in a team environment. You need to be self-motivated and self-disciplined, able to use your own initiative to accomplish work goals on schedule, and take pride in providing quality services.

The preferred applicant will have a High School or General Equivalency Diploma and be a graduate of an accredited Journeyman Program or have an equivalent combination of training and experience. Additional assets will include excellent customer service and verbal communication skills. A valid Alberta Class 5 Vehicle Operators License is required. Please submit a recent drivers abstract with your application.

Interested candidates are requested to submit their resume prior to 4:30 pm Wednesday January 20th 2010. Only those applicants selected for an interview will be contacted. All others are thanked in advance for their interest.

Human Resources Clerk
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