

Maintenance Attendant

About Us...

The Haven is a registered charity and non-profit organization in the business of helping people live their fullest lives with deep awareness and connection. We take our jobs seriously, but we have a lot of fun working together too! The Haven's life-changing work is supported by dedicated staff and a volunteer Board of Directors. We attract a great mix of new team members and dedicated staff who have been with us for many years.

About the Role...

Our Maintenance Attendant performs general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems.

About the Responsibilities...

- Inspects and identifies equipment or machines in need of repair.
- Troubleshoots issues to determine necessary repairs.
- Plans repair work using buildings blueprints or equipment manual as needed.
- Performs general repairs that do not require a specialized technician.
- Performs routine maintenance on building systems.
- Cleans and assists with upkeep of the facilities.
- Orders supplies and materials needed for repairs and maintenance.
- Performs other related duties as assigned.

About the Qualifications...

- Proven general maintenance work experience.
- Capable of working independently to accomplish assigned tasks, in a timely manner.
- Organized with an eye for detail.
- Physically capable; standing / walking for long periods of time, lifting, bending, sweeping.
- Team-player with excellent interpersonal skills and positive attitude.

About the Compensation...

- The position offers full-time and part-time opportunities with competitive pay rates.
- A competitive health benefits package and paid sick leave.
- Staff discounts on the Haven programs, products, and services.

Interested in joining our team?

Please use our online application form at: haven.ca/job

You will have an opportunity to upload your resume and cover letter.

The Haven is committed to inclusion and diversity within its community and welcomes all applicants including but not limited to: Aboriginal peoples, visible minorities, all religions and ethnicities, persons with disabilities, LGBTQIA2S+ persons, and all others who may contribute to the further diversification of ideas. If you require special accommodations at any stage of the recruitment process, please indicate this in your cover letter.