

The Melcor logo is displayed in a bold, white, sans-serif font against a blue background. The letters are closely spaced and have a slight shadow effect.

LIVE. WORK. SHOP. PLAY.

CAREER OPPORTUNITY

BUILDING MAINTENANCE WORKER

Where People Want to Work

Melcor is an award winning employer with a proven track record of caring for and empowering our exceptional team.

If you are passionate about outstanding customer service and maintaining our portfolio of high-quality properties and you meet or exceed our qualifications, please send your resume to: careers@melcor.ca re: *Building Maintenance Worker*

We thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

Who We Are

We are a diversified real estate development and asset management company. We own and manage over 4 million square feet of gross leasable area, including 38 properties owned by Melcor REIT.

We strive to be the Landlord of Choice in our markets by providing outstanding customer care and dependable, high quality service to our clients.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



MELCOR

BUILDING MAINTENANCE WORKER

WE ARE LOOKING FOR

A **Building Maintenance Worker** who will perform a wide variety of maintenance projects at various commercial properties in the Edmonton area, with an emphasis on property appearance and cleanliness.

This is an entry-level position and reports to the Operations Manager and is a key member of our team.



WHAT YOU'LL DO

Assist with the general maintenance of properties, equipment, and tenant service calls. This includes:

- Perform daily property litter and debris pick up
- Maintain entrances, landings, stairs and ramps. Report any unsafe conditions, damages and hazards
- Assist with snow and ice control
- Provide services which create a visually appealing landscaped environment for tenants and guests, and assist with the general upkeep of landscaped areas
- Carry out minor maintenance requirements on a scheduled basis including machinery lubrication, compressor maintenance, cooling tower maintenance, belt and filter changes, and washroom and plumbing repair work
- Develop and maintain positive relationships with tenants, their customers, and guests by ensuring optimal service levels and a professional appearance
- Participate regularly in afterhours, on-call rotation and provide vacation coverage for building operators
- Work safe and support and implement safety programs

ABOUT YOU

- You are available for on-call rotation, overtime, and various work locations within the Edmonton area
- You have prior experience in building maintenance
- You have working knowledge of:
 - Windows and Microsoft Office programs
- You can follow guidelines and demonstrate strong attention to detail

- You have a reliable vehicle with a valid Alberta Drivers license and a clean driver's abstract
- You are friendly, professional, and have a positive attitude with a willingness to learn via additional training

EXTRA POINTS FOR

- Experience working in a BOMA BEST certified building