

Who We Are

We are a mobile home community located in NW Calgary, just west of the Crowfoot Shopping Area in the City community of Arbour Lake. We have 308 homes in our community and a clubhouse building with amenities for the Residents which include: Outdoor Heated Swimming Pool (May to September), Indoor Whirlpool Spa and Dry Sauna, Fitness Room with basic workout equipment, Lending Library, Games Room with 2 billiards tables and a table shuffleboard, a main hall for functions and Resident activities, kitchen facility, laundry room and washroom facilities.

We Are Looking For

A Grounds & Building Maintenance worker who is responsible for the maintenance and operation of the clubhouse building and the property's 42-acre common areas, amenities and mechanical systems. This position does not involve servicing individual units, but focuses on shared spaces, amenities and systems. The Grounds & Building Maintenance worker ensures all aspects of the property remain in excellent condition, prioritizing safety, efficiency and resident satisfaction.

This full-time, permanent position reports to the Watergrove Manager and is a key member of the Watergrove Team.

What You'll Do

Building Expertise

- Conduct daily property inspections and address maintenance needs to ensure a safe, clean, and well-maintained community.
- Maintain and monitor pool, hot tub, and glycol systems, including testing, recordkeeping.

Preventative Maintenance

- Perform preventative maintenance and repairs on HVAC, mechanical, plumbing, electrical, roofing and life safety systems.
- Complete routine maintenance tasks, including filter and fan belt replacements.
- Service and maintain shop equipment and keep work areas organized.

Repairs & Troubleshooting

- Perform minor repairs, including drywall patching, painting, light bulb replacement, plumbing fixture repairs, and general clubhouse upkeep.
- Repair to the best of your ability and monitor, maintain and troubleshoot the rest.

Inspections & Documentation

- Conduct daily inspections and maintenance of clubhouse operating systems, including mechanical, plumbing, HVAC, electrical, boilers, hot tub, pool and life safety equipment.
- Maintain detailed and accurate records of all maintenance activities, inspections and system performance for compliance and reporting purposes.

General Maintenance

- Assist with waste, recycling and composting.
- Maintain the cleanliness and organization of the shop, tools, and supplies.
- Assist with seasonal maintenance including landscaping, snow and ice removal.

Tenant & Contractor Coordination

- Respond to resident service requests and collaborate with management, contractors, and team members.

Safety Compliance

- Monitor and maintain the hot tub and pool, in accordance with AHS regulations.

Customer Service

- Deliver community communications and maintain a professional, customer-focused presence.

Other duties as required.

About You

- Valid driver's license.
- Strong work ethic with a friendly, professional, and positive attitude.
- Available for on-call coverage and after-hours or weekend emergency calls.
- Organized, punctual, self-motivated and able to work independently or as part of a team.
- Excellent problem-solving skills and ability to trouble shoot mechanical issues.
- Strong working knowledge of HVAC, plumbing, electrical, and fire safety systems.
- Physically capable of performing manual tasks and working in various weather conditions.

Extra Points For

- CPO certification - Certification for Certified Pool Operator Training will be required and compensated for if you are successful in this role.
- Relevant certifications in HVAC/R or building maintenance, or mechanical systems.
- Familiarity with WHMIS and Occupational Health and Safety Act
- Candidates residing in or near NW Calgary, AB will be considered an asset due to the on-site nature of the role.

Where People Want to Work

If you are passionate about maintenance and outstanding customer service and you meet or exceed our qualifications, please submit your resume to careers@melcor.ca. Your submission will be reviewed carefully, however only those selected for an interview will be contacted.

Melcor is an equal opportunity employer that is committed to the principle of diversity and looks forward to receiving applications from a wide range of people.