



Modern Thinking. Timeless Values.™

## BUILDING AND GROUNDS MAINTENANCE PERSON

### Change *Your Career* for the Better.

As a recipient of hundreds of awards and accolades, Reid's Heritage Homes is a world-class organization, with growing communities across the province, offering home styles from mid-rise condo suites to custom estates and active adult communities. We are a division of the Reid's Heritage Group of Companies, a family-owned company celebrating over 40 years in business. We are proud to have been certified as a **Great Place to Work® Canada** and named as one of **Canada's Best Workplaces for 2019, Canada's Top Small & Medium Employers for 2019** and **Waterloo Area's Top Employers for 2019**, and we strive to employ highly skilled individuals who both exemplify and live out our Core Values. Our team members are passionate about their work, and their high energy and creativity drive innovation. As a result, our team is growing. We invite you to take this opportunity and be a part of the momentum!

If you are highly motivated, detail-oriented and able to multi-task, work independently and find alternative solutions to problems, consider joining our team as a **Building and Grounds Maintenance Person** at our Head Office in **Cambridge**.

Reporting to the President, you will contribute to the success of Reid's Heritage Group team by providing an esthetically pleasant and safe environment for team members and guests. This building and grounds maintenance position will include snow removal duties from November until April. You must also be prepared to do both heavy and light lifting, work indoors as well as outdoors, and handle on-call requirements.

As part of your duties and responsibilities as a Building and Grounds Maintenance Person, you will:

- Maintain outside grounds.
- Perform snow/ice removal, operating salt spreader and other snow equipment, as needed.
- Provide emergency/unscheduled repairs of equipment, structures and grounds on the property.
- Perform mechanic skills, including mechanical and electrical duties.
- Perform regular property inspections of common areas, and building interior and exterior.
- Perform airstrip maintenance (windsock, lights, flags, line painting, crack filling and sealing).
- Perform general cleanup of all facilities.
- Clean light fixtures and change bulbs/tubes.
- Perform minor repairs on windows, doors, switches, desks, tables, plugs, equipment, appliances, sinks, toilets, blinds, etc.
- Contact appropriate maintenance service shop for major repairs.
- Maintain heating and air conditioning systems, boilers, pumps, fan units, control panels, thermostats, cooling towers, etc.
- Maintain and/or have a working knowledge of environmental safeguards and alarm systems.
- Maintain fire alarms, and extinguishers.
- Perform regular preventive maintenance on machines, equipment and facilities.
- Perform a variety of plumbing maintenance and carpentry functions.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.

- Detect faulty operations and defective material, and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.
- Prepare, paint and decorate interior and exterior surfaces, as required.
- Operate grounds-keeping power equipment and maintain external property.
- Maintain office vehicles for service, cleanliness and general maintenance.
- Perform all other duties as assigned or needed.

**The Building and Grounds Maintenance Person we seek will have the following:**

- Commitment to our organization's progressive culture, including our company Core Values
- High school diploma/GED
- Availability to work on an on-call basis
- 2-plus years of snow removal experience and/or skills with pickup trucks with plows and/or tractors
- Completion of a craft apprenticeship, or an equivalent number of years of education and Maintenance Coordination experience
- An AA degree in mechanical, electrical, or industrial maintenance, an asset
- At least 1 year of experience in the operation and maintenance of buildings
- Ability to comprehend and communicate detailed instructions orally and in writing
- Ability to multi-task and establish priorities
- Demonstrated initiative, responsibility, flexibility and leadership
- Ability to perform small repairs (e.g., caulking, replacing washers, and replacing light fixtures)
- Strong communication and problem-solving skills
- A valid driver's licence and clean driver's abstract
- Ability to create alternative solutions to problems
- Excellent time management and project management skills
- High level of sound and independent judgment and reasoning
- Ability to interpret and implement company policies and procedures
- Demonstrated ability to exercise necessary cost control measures
- Strong attention to detail
- Ability to deal with people sensitively, tactfully, diplomatically and professionally at all times.

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume to [hrinfo@heritagehomes.com](mailto:hrinfo@heritagehomes.com), specifying the title of the position, by **Monday, September 30, 2019**. For more information, visit [www.reidsheritagehomes.com](http://www.reidsheritagehomes.com).

*We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.*

