



Team Member, Facilities – Temporary Full Time

**Please note, this is a temporary assignment expected to end on or before February 14, 2019, with the possibility of extension.*

The Edmonton Humane Society has been an animal welfare leader in the Edmonton community since 1907. We are more than a shelter and a safe haven for the thousands of animals in our care each year. We play a key role in the Edmonton region by enriching the lives of people and their companion animals not only through our sheltering, but through our programs, services and community engagement.

Reporting to the Manager, Facilities & Capital Projects, this **entry level position** is responsible for performing basic preventative and corrective facility maintenance, providing support to the facilities assistant and contributing to the general day to day up-keep, safety and cleanliness of the facility.

Duties include:

- Provide routine and on-demand service and support of basic facility requests.
- Arrange for emergency maintenance services as required.
- Support the facilities assistant and facilities manager in installations, small construction and grounds projects, and select Capital Projects, in coordination with Manager and relevant stakeholders.
- Maintain records and receipts as required.
- Maintain safe and healthy work environment, following relevant standards and procedures, participating in Health & Safety programs.
- Utilize company vehicle to assist with facility and animal care supply pickups and animal transports.
- Support setup, takedown, logistics, and other needs of special events.
- Utilize facility equipment and undertake required equipment and health and safety training.
- Provide direction and support to facility volunteers.
- Assist with donation intake and processing.
- Assist with basic facility landscaping upkeep.
- Make provisions to ensure a safe work environment during inclement weather e.g. spreading salt, clearing footpaths etc.
- Assisting with cleaning duties as required.
- Other duties as required.

Job Requirements:

- Successful candidates will possess a minimum High School Diploma or equivalent.
- Experience in a maintenance support role is an asset.
- Basic experience operating a variety of standard tools and equipment.
- Ability to bend, stretch, sit and stand for long periods, climb ladders, work in congested spaces, and lift heavy objects.
- Ability to manage time effectively with minimal supervision.
- Valid Class 5 Alberta Driver's license, with the ability to provide a satisfactory Alberta Driver Abstract

Working Conditions:

Applicants must be physically able and must remain alert and aware of potential hazards. This position requires moderate lifting of 25-60 pounds and periodically handling/moving objects in excess of 60 pounds with another person.

Wage: Commensurate based on education and experience. Compensation for applicants internal to EHS will be determined in accordance with EHS' compensation guidelines.

Hours: 40 hours per week, 8 hours per day, with some evening and weekend work required.

Please submit your resume and cover letter including hourly wage expectation to hr@edmontonhumanesociety.com.

Position will remain open until a suitable candidate is found.

The Edmonton Humane Society appreciates and considers all resumes but will only be contacting those applicants who have been selected for an interview.