

Maintenance Assistant – Facilities Management

Date Posted:	December 9, 2024
Posting Deadline:	December 20, 2024
Department:	Facilities Management
Type of Employment:	Casual
Rate of Pay:	\$23.21 per hour + 4% in lieu of vacation

At Saint Mary's University, you will be surrounded by a talented and dedicated team of professionals committed to accessibility, diversity, and the provision of a positive and supportive learning environment. We recognize the importance of the contribution and growth of each individual in the University's success. We are currently looking to fill the position of **Maintenance Assistant** to join our Facilities Management team.

Job Information and Responsibilities

Under the direction of the Manager, Maintenance and Operations, the Maintenance Assistant will:

- Provides general maintenance service and make minor repairs and installations to buildings and furniture, door repairs, toilets operational, light bulb/tube replacement, wall repairs, painting, window screens, and appliance repair.
- Provides maintenance assistance to the trades and Facilities Management staff, as required.
- Operate university vehicles, as required.
- Provides general upkeep of university grounds, which shall include, grounds work, grounds cleanup, and vegetation control.
- Assists tradesperson with keys and locks.
- Performs snow removal and ice control and maintains log.
- Attends training sessions to keep up with technological changes in building and safety related issues.
- Perform other related duties as may be assigned.

Experience and Education Requirements

To be the successful Maintenance Assistant you will have:

- Technical certification or trades school certificate.
- One-year experience in a building maintenance related environment.
- Ability to work in a team environment.
- Ability to work shift work and be available for call-in as required.
- Ability to perform all duties in a safe manner, following health and safety legislation and all required safe work practices and procedures.
- Ability to communicate effectively in a positive manner conveying and responding to information.
- Ability to interact with customers in a positive working relationship.
- Ability to work alone and complete tasks with minimal supervision.
- Ability to take initiative in completing tasks with minimal instruction.

Application Details

Apply for this opportunity by submitting your resume to patrick.farmer@smu.ca and include **MA-2024** in the subject line.

- Resume
- Cover Letter
- Three Professional References

Late applications may not receive consideration. We appreciate all applications and note that only candidates selected for an interview will be contacted. **No telephone calls please.**

At Saint Mary's University, equity and diversity are integral to excellence and enrich our community. As an institution committed to fostering an environment of inclusion and respect, we welcome applications from women, Indigenous peoples, racialized persons/visible minorities, persons with disabilities, persons of minority sexual orientation or gender identity and others who might contribute to the growth and enrichment of our community. Applicants are encouraged to self-identify. If you require accommodations during the recruitment process, please contact Talent Acquisition at hr@smu.ca.

About Saint Mary's University

Saint Mary's University is one of Canada's top primary undergraduate universities--known for its international collaborations, leadership in entrepreneurship, and research that benefits local and global communities. Our programs in Arts, Science, Graduate Studies and the Sobey School of Business are among Canada's best and feature professors who are committed to the success of their students. Saint Mary's provides our 7,000 students with a place that fosters possibility, excellent research opportunities, and distinguished graduate and professional programs combined with a caring community. Nestled in the heart of Halifax, Nova Scotia, on Canada's east coast, Saint Mary's University is marked by iconic buildings, green spaces and fresh ocean air. The Saint Mary's University community is committed to a prosperous future for the world—a world without limits.

Learn more about working at Saint Mary's University [here](#) and follow us on [LinkedIn](#), [Facebook](#), [Twitter](#) and [Instagram](#)!