

## HOUSING MAINTENANCE TEAM LEAD

### Housing

**Location:** Lac La Biche Campus  
**Position type:** Full-time continuous  
**Salary:** \$48,348 to \$62,700 per annum

**Job number:** 23-HMB5-107-PC  
**Posting date:** June 21, 2024  
**Closing date:** Until a suitable candidate is found

### ABOUT THE POSITION

Portage College is actively seeking a highly motivated individual to join our Housing team. Reporting directly to the Manager, Housing & Campus Security, this position provides a strong communication linkage with Facilities staff and the supervisors of Infrastructure.

Responsibilities include:

- ensuring Housing Accommodations are in a proper state of readiness from a maintenance perspective, for arriving occupants
- ensuring ongoing work orders from occupants are either responded to directly by the incumbent, or the work is assigned to and tracked - either internal or external resources as deemed appropriate to effect a response in a timely and quality effective manner
- maintaining an ongoing inventory of the status of condition of repair of student accommodations and initiate/co-ordinate appropriate maintenance and revitalization activity with college or external resources
- provide regular maintenance checks and perform planned maintenance as required to support an overall preventative program
- develop a procurement schedule and define specific timelines for each phase of the furniture and appliance purchasing plan to ensure timely acquisition and installation
- Maintain budgetary discipline and monitor expense closely to avoid exceeding the allocated budget and identify cost-saving opportunities

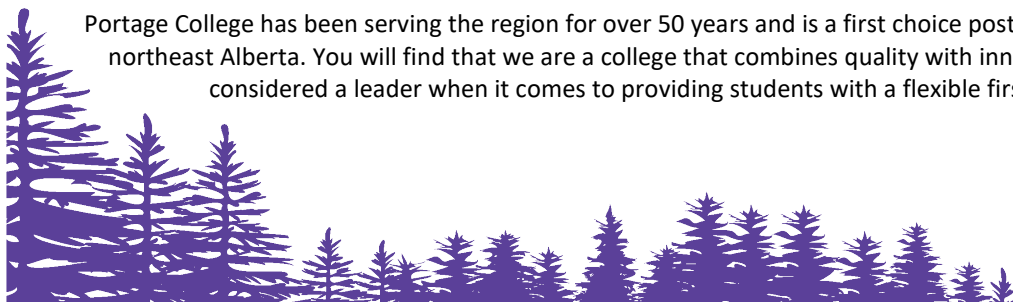
### QUALIFICATIONS AND EXPERIENCE

- Minimum high school diploma with construction training
- Journeyman in building trades would be an asset
- At least one-year of experience in a comprehensive maintenance position
- Knowledge and operation of power tools and other construction equipment; related safety.
- Strong mechanical aptitude to operate equipment and diagnose minor equipment malfunctions.
- Good ability and strong understanding of all operational aspects of residential/housing building systems.
- Computer skills developing and maintaining an inventory, and for communications would be an asset
- Must be able to perform heavy lifting.
- Valid Class 5 driver's license. Successful applicant will be required to provide a current driver's abstract that must meet the College's satisfaction.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a



wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

## HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**.

Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

