



YWCA
REGINA

A TURNING POINT
FOR WOMEN
UN POINT TOURNANT
POUR LES FEMMES

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Maintenance Assistant, YWCA Regina

March 10, 2021

Hours of Work: 20 hours per week, Saturday and Sunday 9 am to 5 pm and may include on call time from time to time.

Length of Employment: Permanent

Start Date: As soon as possible

Open to: Internal and external applicants

Wage: \$17.15 per hour

The YWCA Regina exists to support all women and families in the realization of their full potential which benefits the community as a whole.

- Women and families are safe, secure and free from gender-based violence. They have access to safe, affordable and stable housing.
- Women and families are empowered and supported in accessing tools and navigating systems to advance their wellness and are thriving, respected and valued through the process.
- The community benefits from the full and equal inclusion and advancement of women and families because their experiences and perspectives are built into the foundation of all facets of society.

Position Description

Working under the direction & supervision of the Director of Properties, the Maintenance Worker is responsible for the maintenance and mechanical operation of all the YWCA properties as well as the janitorial and security duties as required. This is a part-time position that is primarily Saturday and Sunday but may include being on call from time to time.

Responsibilities of this position include, but not limited.

- Complete thorough daily and monthly inspections of the property
- Notify direct supervisor of required repairs needed in a timely manner
- Conduct any necessary minor repairs to the property and equipment. (Carpentry, HVAC, plumbing, minor door, and window repairs, lighting, drywall, painting, flooring, ceiling, etc.)
- Maintain heating and air conditioning systems, boilers, pumps, fan units, control panels, thermostats, cooling towers, fire system etc
- Basic working knowledge of HVAC, plumbing, electrical, mechanical and pneumatic systems
- Good experience working with tools, including hand and electrical tools
- Excellent experience working and troubleshooting various building equipment and systems
- Install and troubleshoot necessary appliances and equipment as needed
- Maintain outside grounds (remove snow, ice, and debris; spray and remove weeds; sweep and clean)
- Perform janitorial/cleaning duties if needed
- Ensure that specific areas of the property are in proper condition for inspections
- Perform all other duties as assigned or needed

Qualifications:

- Grade 12-General Educational Development
- Fireman Boiler Operator License
- Refrigeration Plant Operator License
- First Aid/CPR Certification
- 5th Class Saskatchewan Driver's License
- Must be able to provide a Criminal Record Check
- Any combination of education, training and experience which demonstrates ability to perform the duties and responsibilities as described.

To Apply: Submit cover letter and resume to Serhii Naumenko, Director of Properties at serhiin@ywcaregina.com or fax 306-525-2171 or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 by Friday, May 5th, 2021. Only applicants selected for an interview will be contacted. No phone calls please.