



CAREER OPPORTUNITY

About Lethbridge Family Services

In operation since 1910, Lethbridge Family Services (LFS) is the tenth largest employer in Lethbridge, serving 8,100 clients annually through 380 employees. LFS stewards an annual budget of over \$21 million and has numerous contracts. LFS is a highly-accredited charitable organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta. The organization is devoted to providing services to those in need, regardless of socioeconomic status, ethnicity, language, religion, gender identity, and family structures. We offer community-based support to facilitate human potential, choice, and independence. Through advocacy, public education, prevention, intervention, and community development, LFS responds to emerging family needs.

We offer a supportive, inclusive team environment with a strong commitment to work-life balance. We provide a competitive remuneration package, including a comprehensive benefit plan, generous vacation and personal time, employee and family pricing program for cellular service, and a discounted fitness membership. We support your career through opportunities to learn and grow, including paid professional development opportunities and on-the-job coaching and support. Our “family” culture supports many opportunities to participate in events including social club activities, annual holiday parties, and recognition events. Check out our website at www.lfsfamily.ca

Position: MAINTENANCE TECHNICIAN

Department: CENTRAL ADMINISTRATION

Hours: Monday to Friday, 35 hours per week
After hours and weekends are required occasionally

Position Overview:

The maintenance technician assists with the maintenance of all facilities and physical assets of Lethbridge Family Services (LFS).

Key Responsibilities:

- Maintain facility and physical assets in good repair and within recommended servicing.
- Participate in health and safety committee. Initiate evacuation drills and safety site inspections in compliance with policy and procedures. Report findings to safety committee in established time frames.
- Pick up all hazardous materials around buildings and dispose of properly.
- Install small appliances and equipment.
- Maintain parking lot and outdoor facilities.
- Prioritize and carry out maintenance requested by departments.
- Oversee contractors when professional repairs are necessary.
- Snow removal, weed removal and other seasonal work.
- Perform minor fixes such as repairing broken locks, door hardware, patching and painting walls, minor plumbing and electrical.
- Clean washrooms, kitchens and common areas.
- Perform additional duties as required by supervisor.



Qualifications:

- High School Diploma.
- Have training or experience with small repairs and maintenance.
- Proficient at carrying out preventative maintenance tasks.
- Ability to perform physically demanding work (i.e. including bending, twisting, climbing stairs, pushing and pulling, regular lifting of 10kg and occasional lifting of 25kg) in a safe and efficient manner.
- Ability to take direction and attention to detail required.
- Task oriented and willing to take initiative.
- Excellent verbal and written communication skills.
- Ability to work within tight deadlines and prioritize work.
- Problem-solving ability, organizational skills.
- A valid class 5 Driver's license and clean 3-year drivers abstract.
- Training or experience with small repairs and maintenance.
- Proficient at carrying out preventative maintenance tasks.
- Ability to work within tight deadlines and prioritize work.
- The successful candidate will be required to provide a Police Information Check.

Start date: May 28, 2024

Application deadline: Until a suitable candidate is found.

Please submit, in confidence, a resume and cover letter referencing job posting 24CA3 and where you viewed our ad:

Email: humanresources@lfsfamily.ca

Contact Person: Brody Prete

Web: lfsfamily.ca

We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.

Lethbridge Family Services is an equal opportunity employer.

