



The Forks North Portage Maintenance Technician

North Portage Site – Portage Place

Positions Available: Permanent, Full-Time

Compensation: Salary based on experience + Commuter Benefit + Group Benefits

Start Date: February 2024

Application Closing Date: January 31, 2024

The Forks North Portage Partnership is looking for customer service focused individuals who share a love for our community. We are home to an extremely fast paced, fun and welcoming environment, that fosters growth and encourages creativity.

The North Portage Maintenance Technician will work with The Forks North Portage Parking Team to support with the operations of our North Portage site (Portage Place). This person will be “on the ground”, maintaining good condition and functionality of the premises. They will ensure our visitors experience a safe, clean, and welcoming site. If you are eager to build genuine connections and to work with a diverse team of fun and friendly individuals, we encourage you to apply.

Job Requirements

- High school diploma or equivalent
- 1+ years of maintenance experience preferred
- Working knowledge of electrical, plumbing, and heating systems
- Skilled with a variety of hand and power tools
- Flexible schedule and willing and able to work overtime, weekends, holidays, on-call when necessary
- Strong interpersonal and communication skills
- Willing to work with a team and independently

Duties & Responsibilities

- Upkeep of equipment and property/structures
- Survey of buildings/equipment to maintain proper health & safety standards
- Conduct filter change, belt changes and general repairs on heating & cooling, plumbing, lighting
- Coordinate and facilitate communication with approved vendors for specialized services such as HVAC, plumbing, and electrical work when required
- General aesthetic upkeep which can include painting, basic carpentry, landscaping, snow clearing from doorways and drive ramps, and other duties as assigned
- Handle pest control issues with approved vendor
- Ensure alarm systems are functioning properly and responding when there are issues
- Maintain and carry out a calendar of monthly and annual equipment checkups and repairs
- Identify issues/concerns on site and report them via Microsoft Teams app

Please email jobs@theforks.com to apply. Application deadline is Wednesday, January 31, 2024. Successful applicants will be contacted for an interview by Thursday, February 15, 2024. We thank all applicants; however only those selected for further consideration will be contacted.

The Forks is the city's meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work.

As an employer, The Forks North Portage is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, physical or mental ability, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.