

POSTING NO.: ESSF 1357

AFFILIATION: CSU 52

**EDMONTON SPACE & SCIENCE FOUNDATION
EMPLOYMENT OPPORTUNITY
BUILDING MAINTENANCE ASSISTANT
PART – TIME**

POSITION SUMMARY:

Under the direction of the Manager, Building Maintenance and Security. The Building Maintenance Assistant will be responsible for assisting in minor building maintenance including bulb replacement, minor painting, shipping & receiving, warehouse set-up and storage, facility rental/event set up and take down. This position will also be responsible for removal of all recyclables, storage area cleanliness, minor janitorial and general minor maintenance and repair of the facility and furnishings. Work in this class may also involve assisting with exhibit installation and take down as well as some minor equipment repair including minor janitorial and exhibit cleaning as assigned

DUTIES AND RESPONSIBILITIES:

In conjunction with the Building Maintenance team, the incumbent will:

- Facility rental set up and take down.
- General minor maintenance of the facility including exhibit cleaning and minor janitorial as assigned.
- Assist in the set-up/tear-down of exhibits and equipment.
- Assist in shipping & receiving.
- Complete minor painting of the facility as required.
- Assist in maintaining the warehouse in an orderly fashion.
- Other duties as required.

QUALIFICATIONS

Knowledge and Abilities:

- Some knowledge of construction techniques.
- Skill in the use of small hand tools and building maintenance equipment.
- Ability to exercise initiative and independence, to maintain effective working relationships.
- Ability to lift up to 50 pounds



✉ WWW.TWOSE.CA

📍 11211 142 STREET NW
EDMONTON, AB T5M 4A1

☎ 780-452-9100

Education and Experience:

- Completion of the twelfth (12th) school grade and a minimum 1 year related building maintenance experience.

Note: A clean Security Clearance Check and Drivers Abstract is a condition of employment for successful candidates. The check and abstract must be completed prior to commencement of work and is the financial responsibility of the candidate.

Salary: PT 210 \$20.36 to 25.13 per hour as per 2014-2016 Collective Agreement

Hours of Work: Flexible work schedule 5 - 30 hours per week. Must be available weekdays, and some weekends, evenings, and stat holidays as required.

Opening Date: April 10, 2017

Closing Date: April 17, 2018

Apply to: TELUS World of Science – Edmonton
11211 142 Street NW, Edmonton, AB T5M 4A1
Attention: Human Resources
hr@twose.ca

To Apply: Qualified applicants should send resume including cover letter to
hr@twose.ca

We thank all applicants in advance and advise that only those selected for an interview will be contacted

LAT 53° 33' 40" N LON 113° 33' 50" W