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Q 11211 142 STREET NW EDMONTON, AB T5M 4A1

**4** 780-452-9100

POSTING NO.: ESSF 1697 AFFILIATION: CSU52

# The Edmonton Space & Science Foundation Building Maintenance Assistant Permanent Part-Time

TELUS World of Science – Edmonton (TWOSE) is located in amiskwacîwâskahikan  $\sphericalangle \Gamma^{\land}b \cdot \dot{\sqcap} \Delta b^{\Rightarrow}$  in Treaty Six Territory and the Métis Homeland. We are the destination to engage Albertans' hearts and minds in science, with a mission to ignite curiosity, inspire discovery, celebrate science, and change lives.

Our guests are diverse and so are we. TWOSE is deliberate in building a culture that is diverse, equitable, and inclusive. Science is for everyone, and we need team members with diverse perspectives, identities, abilities, and expressions. As such we encourage Black, Indigenous, and racialized peoples, persons living with disability and neurodiversity, women, sexual and gender minorities, and members of all minority groups to apply.

# **POSITION SUMMARY:**

As a Building Maintenance Assistant, you will play a key role in maintaining and enhancing the overall presentation and functionality of the science centre.

Reporting directly to the Manager, Facilities, you will assist in a variety of building maintenance tasks around our dynamic facility with the goal of ensuring a safe and seamless experience for our quests.

The ideal candidate will be mechanically adept, safety conscious, detail-oriented, collaborative, and demonstrate a willingness to take on a variety of tasks and challenges each day.

### **DUTIES AND RESPONSIBILITIES:**

In conjunction with the Building Maintenance team, you will:

- Help maintain a high-quality science centre experience for our guests by completing minor building maintenance and repair tasks such as bulb replacement, minor painting, and the removal of recyclables;
- Support smooth building operations by assisting with shipping and receiving tasks;
- Create unforgettable experiences by assisting in the setup and takedown of facility rentals, events, and exhibits and ensuring our spaces are versatile and ready to welcome our guests;
- Maintain a pristine science centre environment by assisting with minor janitorial tasks when needed:
- Maintain cleanliness and organization of storage areas including the warehouse;
- Other duties as required.



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## **QUALIFICATIONS:**

## Knowledge and Abilities:

- Mechanically adept. Knowledge of construction techniques is an asset.
- Familiarity with the use of small hand tools and building maintenance equipment.
- Ability to exercise initiative and work independently.
- Collaborative team player with the ability to maintain effective working relationships with a range of internal and external stakeholders.
- Strong attention to detail.
- Ability to lift up to 50 pounds.

#### Education and Experience:

• Completion of a high school diploma and a minimum of 1 year of related experience.

**Note:** A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

**Wages:** \$16.74 to \$20.75 per hour based on 2017-2022 Collective Agreement (PT120). Upon successful completion of the probationary period, the successful candidate will be eligible for benefits outlined in the Collective Agreement.

**Hours of Work:** 20-30 hours per week based on operational need. Weekday availability is required, along with the flexibility to work occasional weekends as required.

Opening Date: January 19, 2024

Closing Date: January 26, 2024 or until suitable candidates are found

How to Apply: <a href="mailto:hr@twose.ca">hr@twose.ca</a>

Please include cover letter and resume (along with ongoing weekly availability) in one document. We thank all applicants and advise that only those selected for an interview will be contacted.