



Maintenance Coordinator

Let us welcome you home.

Optima Living operates Independent Living, Assisted Living, Supportive Living and Memory Care communities in Alberta and British Columbia. Our communities are among the best places to live in Western Canada.

Our Vision: For every person to feel at home.

This is truly supported by our credo. "Let us welcome you home." All of us here feel it is an honour to work with our residents and we advocate a resident-centered approach where the Resident, is the focus of all our endeavours.

We are currently seeking a Maintenance Coordinator to join our team that will be responsible for performing general building and property maintenance at a variety of locations.

Responsibilities

- Maintain interior and exterior of each location
- Ability to perform routine general maintenance duties; carpentry, painting, mechanical, plumbing, furniture and appliance repairs
- Year-round grounds maintenance
- Liaise with contractors to complete specialized maintenance duties
- Own and maintain the maintenance process, including keeping detailed records of requests and status for each location
- Promptly restore suites working closely with housekeeping department
- Demonstrate awareness of accident and injury prevention, through safe work practices and procedures, including keeping maintenance areas tidy
- Identify safety concerns through location walk throughs and staff/resident updates
- Ability to be decisive when dealing with difficult and/or crisis situations

Qualifications and Experience

- Minimum of two (2) years experience in multi-location maintenance
- Experience in a residential care setting is an asset
- Completion of highschool diploma is an asset
- Completion of CPR and First Aid is an asset
- Exceptional interpersonal skills with peers, residents, visitors and operational partners
- Superior organizational skills with the ability to handle multi-location requests
- Superior oral and written communication skills, fluently in English
- Demonstrate the ability to prioritize and problem solve
- Flexibility to work overtime and a variety of shifts



- Ability to stand and walk for extended periods of time
- Physically capable to lift, push, and pull 50 lbs of force
- Ability to travel to a variety of locations
- Reliable transportation

Conditions of Employment

- Successful completion of Workplace Hazard Materials program
- Clear Police Information Check
- Clear Vulnerable Sector Check
- COVID-19 vaccination. This requirement will be waived if you did not receive the vaccination due to any legislated protected human rights grounds