



[www.civida.ca](http://www.civida.ca)

E: [help@civida.ca](mailto:help@civida.ca)

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW

Edmonton, AB T5K 1M4

## JOB POSTING

**Position: Site Assistant**

**Location: Edmonton**

**Term: Full-time, Permanent**

At Civida, HOME is our focus. We are the largest provider of social and affordable housing in the Edmonton area, managing over 4,500 social housing rental units and over 700 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit [Civida](http://Civida) for more information.

We are currently looking for seven Site Assistants to join our team. The Site Assistant is a key member of the Civida District Team. The role supports the provision of safe homes and neighborhoods for Civida customers. This includes assisting with minor maintenance, ground maintenance, deliveries and access. The position works with the Maintenance Technician to complete day-to-day maintenance tasks, ensuring health and safety and standard work practices are maintained.

### **Key Responsibilities include:**

- Check parking lots for derelict vehicles and parking violations
- Check site for garbage and items left by bins and clean-up as required
- Inspect exterior of buildings and homes, document deficiencies/violations such as window mount air conditioners, snow on sidewalk to unit etc. and escalate concerns to Site team.
- 48-hour Vacant unit checks
- Complete apartment common area and tenant entrance checks, report on maintenance deficiencies, clean up or apply salt/shovel as required.
- Report any health and safety risks to Maintenance Tech and Property Manager.
- Assist the Maintenance Technician with minor maintenance repairs
- Assist with organizing shop parts and tracking inventory
- Assist as chaperone and provide access into homes
- Deliver/Post notices to tenants
- Other related duties as required.



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**Qualifications - Minimum and Preferred (Education, Certification, Degree, Concentration, Skills, Knowledge, etc.):**

- Completion of high school diploma.
- 1 -2 years of related custodial or property maintenance experience.
- Ability to lift up to 50 pounds is required
- Ability to operate minor maintenance equipment required in the position (eg. Hand tools, small power tools, etc.)
- WHMIS training is required.
- Knowledge of the operation and care of equipment and cleaning maintenance tools.
- Ability to interpret and follow directions and learn assigned tasks.
- Ability to maintain effective work relations with the public and other employees.
- Effective communication skills with individuals at all levels of the organization
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Attention to detail in all areas of work
- Excellent organization and time management skills
- Ability to interpret and implement company policies and procedures
- Valid driver's license, access to a personal vehicle for work purposes, vehicle insurance and a driver's abstract is required

**How to Apply**

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

**Send cover letter and resume to: Human Resources email: [careers@civida.ca](mailto:careers@civida.ca)**

Competition # 2309