



[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: Appliance Repair Technician**

**Location: Edmonton**

**Term: Full-time, Permanent**

**Monthly Salary Range: \$5453.02 - \$6825.11 (Classification and Salary Under Review)**

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.

Reporting to the Director of Housing, the Appliance Repair Technician is responsible for providing effective and efficient service to ensure safe and functional appliances for Civida properties. The certified Appliance Repair Technician would be responsible for servicing and repairing domestic appliances such as fridges, cook tops, ovens, and laundry equipment.

### Key Responsibilities:

- Consult with the Property Teams and work orders to identify the appliance malfunction.
- Observe appliance function while analyzing the conduct voltage, resistance, and other testing using electrical test equipment.
- Reference schematic drawings or material manuals while replacing or repairing parts or components using hand tools and soldering equipment.
- Prepare accurate estimates and written accounts of work performed.
- Process and track appliances in the software, Yardi, for accurate asset management.
- Repair major electrical and gas appliances such as domestic dishwashers, fridges, cook tops, ovens, and laundry equipment.
- Diagnose faults by checking controls, condensers, timer sequences, fans, and other components using test equipment such as meter and gauges to measure resistance, current, voltage, pressure, temperature, flue gases, and flow rates.
- Use shop equipment and specialized diagnostic and programming apparatus to repair, adjust, and reprogram appliances.
- Replace components and subcomponents and reassemble appliances using hand tools and soldering and brazing equipment.

Life starts with a home.



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- Coordinating with current appliance vendors.
- Service housing units that are both occupied and unoccupied.
- Keep the repair shop area clean and organized with additional new and used parts for inventory.
- Design, develop, and maintain a repair shop including sourcing required equipment and tools required.
- Consult with Project Managers to maintain appliance standards during project design.
- Complete work orders in Yardi and maintain up-to-date work order reporting.
- Ensure tenant charge backs charge backs are documented on work order.
- Provide expertise for project appliance selection, RFP evaluation, and warranty review and tracking,

#### Qualifications:

- **Certificate of Qualification for Appliance Service Technician plus a minimum of 2-3 years of industry experience.**
- Must be exceptionally self-motivated, self-directed, and able to prioritize work efficiently.
- Proven experience planning and coordinating the work with customers (tenants) and internal employees.
- Strong computer skills, including Microsoft Office programs, and the ability to learn other software systems.
- Thorough knowledge of how to read appliance manuals and complete further research if required.
- Ability to track appliance warranty with high accuracy.
- Attention to detail in all areas of work.
- Ability to make decisions in accordance with established policies and guidelines.
- Ability to maintain effective working relations with all internal and external stakeholders.
- Ability to effectively prioritize work.
- Ability to 'think outside the box', using innovative problem-solving skills that are necessary for addressing appliance issues.
- Ability to manage multiple projects with exceptional time management skills.
- Effective communication skills with individuals at all levels of the organization.
- Ability to consistently interact with people tactfully, diplomatically, and professionally.
- **A valid driver's license, access to a personal vehicle for work purposes, vehicle insurance, and a driver's abstract is required.**



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### **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. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

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)**

**Closing Date: November 7, 2023**

Competition # 2363



Life starts with a home.