

CARETAKER TEMPORARY ON-CALL

The City of Moose Jaw is seeking individuals who can assist in providing relief to our full-time staff on an as needed basis. Under the direction of the Facilities & Building Supervisor, the Caretaker is responsible for duties relating to the general care and cleaning of various City buildings/facilities.

This position will perform the following duties:

- Ensure proper operations and maintenance of the heating, ventilation, air conditioning and mechanical systems
- Wet and dry mop floors, vacuum and shampoo carpets, dust, wash and vacuum furniture, empty waste baskets, clean and repair windows and check for deterioration of building and equipment
- Report required maintenance and repairs to the Facilities & Buildings Supervisor
- Clear snow and sand icy areas
- Perform minor repair work, including carpentry, electrical, plumbing, cement work and painting
- Ensure all fire extinguishers, monitoring alarms and security and lighting systems are in working order
- Responsible for security of the building, including opening and closing as required

Qualified candidates will possess:

- Minimum Grade 12 education or equivalent
- Saskatchewan Refrigeration Operator's Certificate
- Saskatchewan Fireman's Certificate
- Experience with operations and maintenance of building control systems
- Valid Class 5 driver's license

If this opportunity appeals to you, please submit a resume, outlining your credentials and names of references and clearly indicating Competition #23-35 to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517 or

E-mail: postings@moosejaw.ca