Maintenance Aide

Revised: July 20, 2026

Introduction:
Emmanuel Home is an independent/assisted living home for seniors under the direction of the non-profit Emmanuel Seniors Living Society, since 1968. Our mission is to provide a Christian environment that is safe and comfortable so seniors can live with dignity. In providing services and supports to our residents, we are guided by our core values: Integrity, Caring, and Excellence.

Job Description
Reporting to the Maintenance Lead, the Maintenance Aide has the responsibility completing maintenance and repair projects as needed, along with daily tasks and seasonal duties. In addition to their proficiency at solving a wide range of general maintenance issues, the candidate will have excellent interpersonal skills, be organized and professional, and be able to work on their own.

Primary responsibilities include:

- Complete minor maintenance and repair tasks as assigned through the maintenance system
- Perform scheduled preventative maintenance duties in a timely and thorough manner
- Assist with general building upkeep, including waste and recycling removal from designated areas
- Support seasonal property maintenance (e.g., groundskeeping, lawn care, snow removal)
- Maintain accurate electronic records of work orders, inventory, and completed tasks
- Pick up materials and supplies off-site as required
- Identify and report maintenance issues or safety concerns promptly
- Support a clean, safe, and organized environment throughout the facility
- Participate in a scheduled on-call rotation, responding to maintenance emergencies and urgent facility issues outside of regular working hours.
- Other duties may be assigned by the supervisor or designate to support operational needs and organizational priorities

Qualifications

- Basic mechanical aptitude and ability to safely use hand and power tools
- Working knowledge of general maintenance (e.g., minor electrical, plumbing, and carpentry)
- Work experience in a relevant trade is an asset
- Physically able to lift up to 75 lbs. and perform manual tasks

- Valid Alberta Class 5 Driver's License
- Basic computer skills, including familiarity with Microsoft Office or maintenance systems
- Strong communication, organizational, and interpersonal skills
- Ability to work independently and prioritize tasks effectively
- Demonstrates respect and sensitivity when working with seniors and diverse individuals
- Willingness to learn and grow within the role

Working Conditions:

- Work may be performed indoors and outdoors in varying weather conditions
- Requires standing for extended periods, lifting heavy items, and working with various tools and equipment.
- Flexible hours, including weekends and holidays may be required

Notes:

The successful candidate will be required to undergo a security screening for working in the vulnerable sector.

Any revisions of the document must be approved by the Director of Operations.

Validating Signature:

DOO:

Approved by DOO: July 20, 2026