



EMPLOYMENT OPPORTUNITY

FACILITIES MAINTENANCE TECHNICIAN

POSITION SUMMARY

The employee in this position will ensure the delivery of a wide range of services in all facilities owned and operated by the Town of Vegreville. The employee must have a solid understanding of the operation and maintenance of a variety of equipment associated with facility maintenance. Good interpersonal skills are a necessity for this position.

This employee has the responsibility of assisting the Facilities Foreman in the coordination of duties associated within the Town facilities. This employee is a respected member of an effective working team, dedicated to maintaining and improving our community and as such, serves the public with courtesy and respect. As a senior employee, this person shall establish and maintain a good working relationship with employer(s) and all departments. Sound judgement and discretion must be used when responding to inquiries regarding classified and confidential information.

DUTIES & RESPONSIBILITIES

- Assist in the development of maintenance budgets for equipment and facility upkeep.
- Coordinate and oversee building and equipment inspections to ensure compliance with health and safety standards.
- Perform basic routine and emergency repairs on building systems, including HVAC, plumbing, and electrical components; assess issues and determine when to escalate to professional contractors.
- Carry out general facility maintenance such as painting, minor carpentry, and landscaping to ensure aesthetic and functional integrity.
- Support the testing and maintenance of alarm and security systems, acting as backup contact in coordination with lead staff.
- Schedule, document, and perform regular monthly and annual inspections and maintenance on equipment and building systems.
- Conduct minor repairs, including patching drywall, fixing locks, and addressing general wear and tear throughout the facility.
- Inspect electrical panels, wiring, and HVAC systems for safety, efficiency, and performance.
- Monitor the condition of building surfaces, structural components, and installed equipment to proactively identify maintenance needs.
- Test and verify the operational readiness of safety systems such as fire alarms, exit lighting, and emergency equipment.
- Participate in facility renovation projects and assist with capital improvements as needed.
- Report maintenance issues and facility concerns to the Parks, Recreation & Facilities leadership team.
- Respond to and resolve work requests resulting from safety audits, inspections, or staff reports in a timely and professional manner.

QUALIFICATIONS & KEY COMPETENCIES

- High school diploma (Grade 12) or equivalent; a combination of relevant education and experience will be considered.
- Previous experience in a general maintenance role.
- Knowledge of HVAC, plumbing, construction, and electrical systems, along with experience with hand and electrical tools.
- Requires valid certification in:
 - Class 5 Driver's License
- Not required but considered an asset to have certification in:
 - Building Maintenance Level I and II (AARFP)
 - Standard First Aid & Cardiopulmonary Resuscitation
 - WHMIS
- Strong problem-solving skills and the ability to identify, diagnose, and resolve maintenance issues efficiently.
- Capable of working independently with minimal supervision; self-motivated and proactive.
- Excellent organizational skills, including the ability to manage maintenance schedules, calendars, inventory, and records.
- Strong communication skills (verbal and written) for interacting with staff, supervisors, and external specialists.
- Demonstrated ability to prioritize tasks, meet deadlines, multitask, and respond to emergencies effectively.
- Team-oriented with the ability to collaborate and communicate clearly with colleagues and leadership.
- Physically able to perform all assigned duties and work in various areas of a facility as needed.
- Proven customer service skills and a professional demeanor when dealing with internal and external stakeholders.
- Successful completion of a Criminal Record Check.

Application deadline is Friday, July 31, 2025, at Noon. To apply, email your resume and cover letter to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.