

## CAREER OPPORTUNITY

### MAINTENANCE HVAC MECHANICAL COORDINATOR

The Saskatoon Housing Authority (SHA) is a property management organization committed to enriching lives of lower income members of our community by providing quality, well managed, affordable housing opportunities and client services to promote independence. As such, we are responsible for the ongoing operation of 2600 rental units in Saskatoon. Our employees are our most valuable resource and we are proud to be offering them a friendly, family-like work environment, an excellent benefits package, and competitive salaries.

We are currently seeking a customer focused individual, with strong problem solving skills, to join our team as a permanent, full-time **Maintenance HVAC Mechanical Coordinator**. Reporting to the Maintenance Services Manager, the Maintenance HVAC Mechanical Coordinator maintains, overhauls, and repairs HVAC equipment and related systems in all buildings managed by the Saskatoon Housing Authority.

#### Key Areas and Responsibilities

The Maintenance HVAC Mechanical Coordinator takes the lead role on work orders and assignments, including:

- Assessing, undertaking/completing and/or coordinating repairs and follow-ups related to the site HVAC mechanical and building emergency systems
- Coordinating and making recommendations on insurance claims with SHC & Insurance Agents
- Assessing, undertaking/completing and /or coordinating work and follow-ups related to special projects, as assigned
- Initiating budget recommendations for mechanical systems and special projects
- Communicating effectively and respectfully with the tenant, supervisor, residential manager and/or others, as appropriate
- Performing/coordinating preventive maintenance and overhauling on building HVAC systems

#### Minimum Knowledge, Skills, and Abilities

- Grade 12 or equivalent, including Fifth Class Power Engineering and Refrigeration Operator's certificate
- Over 5 years experience in general maintenance and technical training
- Knowledge of Residential Standards and Code, and the Occupational Health and Safety regulations
- Knowledge and ability to repair plumbing, electrical, carpentry, painting, and mechanical systems
- Knowledge and understanding of all boiler controls
- Availability to work outside of "Regular Working Hours"
- Knowledge of building emergency systems
- Fifth Class Engineer's Certificate
- Refrigeration Operator Certificate
- Bondable and trustworthy
- Valid Driver's License

The Saskatoon Housing Authority would like to thank all the applicants; however, only candidates selected for interviews will be contacted.

***Please note that prior to an offer of employment being offered, the candidate will be required to bring a current criminal background check and driver's abstract, as well as to undertake a Functional Capacity evaluation.***

Please fax your cover letter and resume to **Don Pulak, Operations Manager**, at (306) 668-2758, or e-mail it to [dpulak.saskatoon@housingauthoritysk.com](mailto:dpulak.saskatoon@housingauthoritysk.com).