



**Join the team!**

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Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

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**Position Title:**

**Maintenance Assistant – Part Time (\$20-\$22/hour)**

**15-22.5 hours per week, flexibility on days & times**

Reporting to the Director of Finance, the Maintenance Assistant is responsible for working with the Maintenance Coordinator on the general upkeep and maintenance of the facility by performing or coordinating repair and maintenance services with the facility service contractors. When needed, the Maintenance Assistant will assist with overseeing incoming shipments to ensure the accuracy, completeness, and condition of shipments and will operate a forklift, CHS vehicle, or other equipment to load, unload, transport, and store goods.

**Duties:**

- Contact facility service contractors for repair jobs or preventative maintenance and oversee work to ensure work is completed to standard.
- Perform minor building, electrical, plumbing, and equipment repair and handyman tasks.
- Maintain inventory of maintenance supplies such as filters, lightbulbs, tools, etc.
- Organize, label, and inventory maintenance tools and equipment
- Perform outdoor maintenance when required, such as garbage removal in parking lot and grassed areas, lawn mowing and grounds maintenance.
- May be required to clear snow with shovel and apply salt in front of entryways, paths, fenced dog run areas, and receiving area in between snow removal services.
- Assist volunteer team with recruitment and orientation of new maintenance volunteers and supervise them during their scheduled shift.

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- Check and refill first aid kits.
  - Be a secondary contact for our security system alarm call list.
  - Other related duties as assigned.

**Position Requirements:**

- Previous facility maintenance experience or post-secondary training in areas related to facility maintenance considered an asset.
- Ability to provide minor building, electrical, plumbing, equipment repair, and maintenance tasks.
- Forklift use experience considered an asset.
- Availability for building emergency call-ins.
- Minimum High School Diploma.
- Valid Class 5 Driver's license with ability to provide a clean 3 year drivers abstract.
- Good communication skills, both verbal and written.
- Good attention to detail in all areas of work.
- Excellent organizational skills and the ability to manage a wide range of tasks and competing priorities.
- Strong work ethic and positive attitude.
- Ability to work independently with minimal supervision and in a team environment.
- Physically capable of lifting up to 50lbs and ability to do frequent lifting and/or carrying of objects.
- Physically capable of handling/working with cats, dogs, reptiles, birds, rabbits, and rodents to assist in other areas of the shelter when required.
- Other frequent physical demands are as follows:
  - Lifting, carrying, pushing and/or pulling
  - Climbing (ladders), and/or balancing
  - Stooping, kneeling, crouching
  - Reaching
- Some exposure to elements such as weather, noise, dust, odours, fumes and oils.
- Must practice safe work habits including awareness of safety regulations and requirements.
- Genuine concern for the welfare of animals.
- Successful candidate will be required to provide a Police Information Check at their own expense to be arranged by CHS.



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**Closing date:** Posting will remain open until a suitable candidate is found

Please submit your cover letter and resume, indicating the job title in the subject line, to [careers@calgaryhumane.ca](mailto:careers@calgaryhumane.ca)

***We thank all applicants for their interest however only those selected for an Interview will be contacted. No phone calls please.***