

**Maintenance Technician – Calgary Portfolio**

**Calgary, AB**

At Aspen our Vision is to remain a highly respected boutique real estate company and employer of choice. We will continue to earn exceptional returns by adding value through ownership, management and development opportunities.

Through our Purpose, Aspen Properties is passionate about creating value for our team and community. We pride ourselves on our Core Values; Respect, Leadership, Integrity, Service Excellence and Teamwork. Through the core values, our employees are committed to a culture of honesty, open communication and accountability with high standards of professional and ethical conduct.

We offer a dynamic opportunity, with an excellent compensation and benefits program. We are a fun and professional environment that promotes and rewards learning, development and success.

We are pleased to announce we have an opening for a team and service oriented individual to fill an Operations Administrator position.

This is a fantastic opportunity and if you, or someone you know, are a match for the qualifications below please submit resumes to the Human Resources Director at hr@aspenproperties.ca.

You’ll find a full listing and description for this and other Aspen positions currently available at [www.aspenproperties.ca](http://www.aspenproperties.ca).

Thank you for your interest in the Aspen team.

**Position Summary:**

The Maintenance Technician will report to the Chief Engineers and be responsible for front line tenant interaction and assisting with the operation of the Aspen portfolio in downtown Calgary.

Regular work hours are Monday to Friday 8:00a.m. to 4:30p.m. with some scheduled after-hours work required.

**Key Responsibilities:**

* Responds to general carpentry (drywall, floor tiles, etc.) calls as generated from the Service Centre
* Responds to doors and locks calls as generated by the Service Centre
* Provides backup to other members of the crew with trouble and problem investigations and solutions, and assist with investigative projects related to other building systems
* Carries out filter changes as required in conjunction with an Operator (includes disposal of used filters and vacuuming of fan plenums, mostly carried out after hours)
* Purchasing and maintaining an inventory of plumbing, lighting and shop supplies for Building Operations staff
* Responds to troubleshooting, minor repairs, tenant requests, within the scope of ability
* Assists with investigative projects within the scope of ability
* Assists as required and as available in minor and major repairs to facilities within our buildings
* Additional duties as assigned by the Chief Engineers, such as, but not limited to
  + Mechanical room cleaning
  + Assisting Building Operators with equipment repairs
  + Assist Building Operators in the Aspen Calgary portfolio as required
  + Maintain key system inventory for base building and tenant systems

**Qualifications:**

* Minimum High school diploma
* 3 years of maintenance / repair background
* Locksmith knowledge would be an asset
* General handyman and carpentry skills would be an asset
* Good knowledge of Microsoft Word and Excel
* Honesty and Integrity
* Successful City of Calgary Police Information/Criminal Record Check

**Competencies Required:**

* Superior customer service skills
* Strong, effective and professional written and verbal communication skills
* Ability to work cohesively in a team environment and develop and sustain cooperative working relationships with employees, contractors, tenants and the public
* Strong attention to detail
* Ability to handle multiple demands with competing priorities, work under pressure and manage tight deadlines
* Excellent planning, organizational, analytical and problem solving skills
* Ability to develop and adapt to new ideas and constant changes
* Honesty and integrity combined with a high level of initiative and dedication

This position was posted on October 19, 2017 and will remain open until a suitable candidate is selected.

Thank you for your interest in Aspen Properties. Please note only those selected for an interview will be contacted.