



## **WINNIPEG HUMANE SOCIETY**

### **Winnipeg Humane Society – Job Posting #2024-25-1**

**Date:** March 15, 2024  
**Position Title:** Maintenance Assistant Full Time – Term  
**Term dates:** April 1<sup>st</sup>, 2024 - August 30<sup>th</sup>, 2024  
**Department:** Shelter  
**Reports to:** Manager, Facilities  
**Classification:** Union, Unit 1  
**Pay Unit:** \$15.76- \$19.51/hour  
**Hours:** Monday to Friday 8:30am – 4:30pm  
(40 hours/week)  
**Days/Times of shifts could vary/change**  
**Start Date:** ASAP

**Closing Date for Applicants:** Open until filled

#### **Position Summary:**

The Maintenance Assistant performs a variety of skilled activities ranging from safety improvements, troubleshooting, modification, repair, and maintenance of the Winnipeg Humane Society building and grounds.

#### **Who we are:**

- One of the oldest registered Non-Profit charities in Manitoba funded primarily by donations and events.
- An innovative community service organization committed to protecting animals from suffering, and to promoting their welfare and dignity.
- A team of generous partners, donors, hardworking volunteers and committed staff united in the belief that every animal deserves dignity and love.
- An innovative community service organization committed to protecting animals.
- One of the largest and more recognized animal shelter and welfare organizations in Canada.
- Always growing, changing, and adapting to meet the expectations of the community and the needs of Winnipeg's animal population.

**Duties and Responsibilities:**

1. Perform routine maintenance and repairs to equipment, fixtures, tools, and machinery e.g., snow blower, lawn mower, pump.
2. Attend to minor routine maintenance of the heating, air conditioning and building system e.g., cleaning/vacuuming filters, ventilation louvers, etc.
3. Perform minor maintenance work in and around building.
4. Clean and remove snow from walkways and driveways, complete routine yard maintenance e.g., weeding, mowing lawns.
5. General maintenance such as window washing, drywall repair, carpentry, painting, general installation of fixtures and building accessories, etc.
6. Receive and inventory deliveries and distribute departmentally when required.
7. Other duties as reasonably assigned.

**Standards of Performance:**

1. Keeping the Mission of the Winnipeg Humane Society in the forefront when performing job duties; as well as when representing the Winnipeg Humane Society both inside and outside of the shelter environment
2. Maintain confidentiality on all matters related to the WHS.
3. Successful and thorough completion of assigned job duties within reasonable time limits.
4. Effective communication with fellow staff on an ongoing basis. Respect for all is maintained always.
5. Reliable and diligent in position

Accountability:

Reports directly to the Manager, Facilities

**Abilities, Skills & Knowledge:**

1. Able to operate and maintain simple machines and motors, and to use tools safely and efficiently.
2. Excellent communication, problem-solving and computer skills
3. Able to understand and follow direction.
4. Able to work effectively as a team member or independently.
5. Physically capable of performing the duties assigned.
6. Exceptional attention to detail and accuracy when completing all tasks.
7. Exceptional organizational and time management.
8. Able to work with minimal supervision.
9. Knowledge of safety requirements and personal protective equipment.

**Education, Training & Experience:**

1. High School Diploma required
2. Previous experience in Building Maintenance is an asset
3. Driver's license and clean driving abstract required

**Exemplifies Winnipeg Humane Society's Core Values:**

- We let empathy guide our commitment to animal welfare and approach to all individual beings, people, and animals alike.
- We value and accept each other.
- We are committed as an organization to lead with integrity and accountability.
- We are guided by innovation and remain open to change.
- We foster an inclusive, purposeful, and safe communication space.

**Participates in creating a thriving Culture of Philanthropy at Winnipeg Humane Society by:**

- Being knowledgeable and supportive of WHS programs
- Sharing their passion for service to animals, people, and our community with our guests
- Serving as an inspiration to all guests by providing an exemplary level of animal care and guest service
- Being able to communicate a compelling case for support that demonstrates the impact of philanthropy on Winnipeg Humane Society

**How to Apply:**

Forward your resume and cover letter to:

Attn: Stephan Bonneteau

[stephb@winnipeghumanesociety.ca](mailto:stephb@winnipeghumanesociety.ca)

**The successful candidate will be subject to a criminal record check prior to hiring.**

**Driver's license and clean driving abstract required**

Please quote the Job Posting Number in your email or cover letter subject line.

**NO PHONE CALLS PLEASE**

The WHS is committed to providing accessible employment and ensuring that our recruitment, assessment, and selection process is barrier-free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs.

The WHS values diversity and equality in its team. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit <https://winnipeghumanesociety.ca/about-us/careers>

