



## **Job Title: Maintenance Technician**

We are seeking a skilled and reliable Maintenance Technician to join our team at Victoria Manor. The Maintenance Technician will be responsible for ensuring the safety, functionality, and overall well-being of our facility. This role requires a proactive individual with a strong technical background, excellent problem-solving skills, and the ability to work independently.

### **Responsibilities:**

- Perform routine maintenance tasks, such as HVAC system checks, plumbing repairs, and electrical maintenance.
- Conduct regular inspections of the facility to identify and address maintenance issues promptly.
- Respond to resident and staff requests for maintenance assistance in a timely and efficient manner.
- Troubleshoot and repair appliances, equipment, and facility systems as needed.
- Assist with the planning and execution of preventive maintenance programs.
- Collaborate with contractors and vendors to coordinate repairs and upgrades.
- Maintain accurate records of maintenance activities, equipment inspections, and repairs.
- Ensure compliance with safety regulations and protocols in all maintenance tasks.
- Participate in emergency response procedures and be available for on-call duties as needed.
- Assist with the setup and breakdown of events and activities within the facility.
- Maintain a clean and organized maintenance workspace.

### **Qualifications:**

- Technical training or certification.

- Proven experience as a Maintenance Technician or similar role.
- Strong knowledge of HVAC, plumbing, electrical, and general maintenance systems.
- Ability to read and interpret technical manuals and drawings.
- Excellent problem-solving and troubleshooting skills.
- Strong communication and interpersonal abilities.
- Ability to work independently and collaboratively within a team.
- Basic computer skills for record-keeping and communication purposes.