



Hallmark

HOUSEKEEPING SERVICES INC.

Canada's premium janitorial partner. Leading the industry in sustainable and innovative solutions.

JOB POSTING

Date: March 24th, 2025

Location: Calgary

Position: Maintenance Technician

Start Date: ASAP

Reports To: Operations Manager













Corporate Overview:

Hallmark Housekeeping Services Inc. is Canada's premium commercial janitorial partner, and an industry leader in sustainable and innovative solutions. Our focus is to serve our customers by providing a consistent and superior service in an economical, safe, and environmentally responsible manner. Since our inception in 1977, we have remained focused on being an employer of choice, by fostering an engaging organizational culture, and prioritizing the well-being of all members of our team.

Position Summary:

As a Maintenance Technician with Hines, your primary role will be to perform general maintenance, repairs and service within a AAA office tower complex to ensure that the facility's operations and aesthetics exceed our tenants expectations and meets the high standards that Hines is known for within the real estate management industry. In this role you will be responsible for the day-to-day maintenance, repair, and upkeep of the facility, including general repairs, changing failed lights, minor plumbing, carpentry, painting, and other facility maintenance tasks. In your role you will be interacting with our tenants on a regular basis, so you'll demonstrate a high degree of customer service and good communication skills.

Position Summary:

-  Act as a property ambassador, welcoming tenants and guests in a friendly and engaging customer service manner.
-  Respond to general maintenance work orders and complete them in a timely manner.
-  Perform a variety of hands-on repairs and maintenance tasks, including but not limited to fixing minor plumbing issues, repairing doors and windows, patching and repairing wall surfaces, minor paint touch ups, replacing failed light lamps.
-  Handle basic carpentry tasks such as building or repairing furniture, installing shelving, hanging white boards, fixing cabinets as needed.
-  Perform general cleaning and upkeep tasks, including clearing clogged drains, replacing filters, fixing leaks, and maintaining outdoor spaces like sidewalks and landscaping.
-  Maintain and track the inventory of tools, materials, and supplies. Ensure that necessary equipment and supplies are available for scheduled and emergency maintenance tasks.
-  Ensure that all work is completed in adherence to safety regulations and company policies. Address any safety hazards in the workplace and report issues to management.
-  Identify areas for improvement and provide suggestions for increased efficiency and productivity.
-  Understand policies and procedures of the company and of the assigned property.
-  Possess basic computer literacy skills to allow for the use of the Prism work order program.
-  Successful completion of all required training programs within required timeframes
-  Other duties as assigned by the Operations Management Team.







Hallmark Housekeeping Services Inc. is an equal opportunity employer, and does not discriminate against any applicant on the basis of race, ethnicity, age, gender, sex, disability, religion, or any other protected ground under the Human Rights Code. Should any applicant require accommodations during the course of the recruitment process, all efforts will be made to provide such accommodations.












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Qualifications:

-  Experience in general maintenance, handyman services, or facilities upkeep.
-  Proficient in the use of hand and power tools.
-  Ability to troubleshoot with the capacity to find practical solutions to maintenance challenges.
-  Excellent written, verbal and customer service skills
-  Excellent time management skills
-  High school education or equivalent is required

Working Conditions:

-  Work indoors approximately 80% of the time and outdoors approximately 20% of the time
-  Use olfactory, auditory, and visual senses
-  Work standing all day
-  Lift 50 lbs. or more
-  Climb up and down stairs and ladders
-  Access remote work areas and confined spaces (i.e., crawl spaces, roofs)
-  Use full range of manual dexterity (i.e., sitting, squatting, bending, kneeling, walking, and lifting)
-  Meet the shift working requirements of the assigned property; shifts may include early mornings, late evenings, weekends, and some holidays.
-  Work overtime as business needs deem appropriate

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, and requirements. Job duties and responsibilities may change, or new ones may be assigned at any time with or without notice.

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