

Facilities Maintenance Technician
Full-time, Permanent
Burgessville, ON

You deserve an awesome career! At Execulink, you'll join a team of talented individuals supported by an organization committed to fostering your career development and growth. As we rapidly grow, we continue our unwavering commitment to live and breathe our Vision, Mission and Values. While enhancing life at home work and play, we continue to grow our team with innovative individuals who are as excited about creating an awesome experience for our customers as we are!

A dauntless fix-it hero who always goes the extra mile to ensure each location is seamlessly sustained. More than a tried-and-true upkeep professional, you are a

Maintenance Master

Reporting to the Inventory Supervisor, as Maintenance Master (*Facilities Maintenance Technician*), you will manage maintenance and repairs inside and outside of property facilities for all Execulink office locations. Ensuring the highest quality and safety standards, you will monitor facility conditions for cleanliness, perform scheduled maintenance checks and maintain service records. You will also be responsible for coordination of contractors for repairs and preventative maintenance programs to ensure our buildings remain in pristine condition.

Position Details

- Permanent, Fulltime day shift; 8:00am to 4:30pm, Monday to Friday
- Based in our Burgessville office; this position will support all Execulink office locations including our Woodstock Headquarters
- Full use of an Execulink service vehicle for travelling to scheduled worksites from your home
- Must have flexibility to work outside regular hours (evenings/weekends) to accommodate emergencies

Work for a company that supports what is most important to you

At Execulink, we live our Values. We build up our community by giving back through community donations that matter to you. Check out our [Humans of Execulink](https://www.execulink.ca/blog/tag/humans-of-execulink/) Blog to see why our employees love being part of this awesome team: <https://www.execulink.ca/blog/tag/humans-of-execulink/>

When it comes to benefits, we have you covered!

Our awesome total compensation package includes perks and benefits such as:

- Competitive starting salary
- A culture that supports your growth and needs, with flexible hybrid work options
- Opportunity to grow your compensation through our referral bonus plan
- Matching RRSP contributions to grow your savings
- A Comprehensive benefits plan including medical, dental, drug, and vision coverage
- Discounted Execulink services for your personal use
- Tuition reimbursement
- A Health & Wellness Program, which includes \$300 to be spent on your personal wellness
- Interest free equipment loans to stay current with your personal tech needs

Duties Include, but are not Limited to:

Courier

- Serve as a courier travelling between all Execulink offices on a predetermined scheduled for deliveries and pick ups

Building Maintenance:

- Coordinating and meeting with contractors for scheduled maintenance
- Performing building, equipment and facilities damage repairs

- Maintaining visual maintenance checklist
- Replacement and maintenance of batteries (sensors, washrooms, etc.)
- Upkeep and repair of lighting including inspection and light bulb changes
- Restroom facilities maintenance
- Maintaining general cleanliness and performing all general maintenance tasks
- Hanging of pictures, fixtures or other equipment as required
- Seasonal decoration setup/tear down

Building Security, Access, and Fire

- Working with Contractors for repair/upgrades /maintenance, security camera installation, maintenance and audits and fire extinguisher (buildings and vehicles) inspections

Property Maintenance (Owned/Leased and Remotes)

- Performing seasonal grass cutting, flowerbed maintenance, snow removal and salting
- Maintaining general cleanliness including dumpsters
- Maintaining parking lot cleanliness and lighting
- Performing seasonal cleaning of eaves troughs

Vehicle / Trailer Maintenance

- Maintaining vehicle maintenance spreadsheet to ensure vehicles are serviced as required
- Tracking of winter tire storage
- Completing CVOR /safety inspections
- Maintaining and tracking updated insurance slips

Air Conditioner/HVAC Maintenance:

- Routine cleaning of outdoor condensers, working with contractors for repair/upgrade /maintenance including thermostat battery replacement, and making seasonal adjustments to our buildings

Generator Maintenance:

- Working with Contractors for repair/upgrades/maintenance, checking fuel levels and arranging fills, completing routine portable and standby tests and inventory/maintenance tracking

Miscellaneous

- Assist with audits in the Inventory department and Planning & Implementation and Installation & Repair department as time permits
- Other Responsibilities as assigned

Your Qualifications Include

- A minimum of 3-5 years prior experience in a similar facilities maintenance role
- High School Diploma
- Skilled in working safely with a variety of tools and equipment
- Confidence performing varying maintenance, repairs and the use of a variety of power tools
- Ability to handle the physical aspects of the job which include working at heights, working off of ladders, consistently lifting and carrying up to fifty (50) pounds, running and mounting of hardware/cabling, as well as working in adverse weather conditions
- Computer proficiency with working knowledge of Microsoft products
- The ability to communicate in a clear, concise and professional manner
- Proven ability to identify potential problems and challenging situations, take appropriate action, implement solutions or seek the assistance Supervisor as required
- Proven ability to perform required responsibilities independently or with limited supervision and direction within a fast-paced, changing environment
- Must have a valid Class G Driver's License, clean driving record and your own reliable vehicle
- Execulink requires successful candidates to complete a favorable criminal background check and clear Drivers Abstract

How to Apply

- In your cover letter, tell us why you think you would excel as a member of our team!
- Submit your cover letter and resume in confidence to buildyourcareer@execulinktelecom.ca

About Execulink

At Execulink Telecom, the largest locally owned independent telecom company in Southwestern Ontario, our only goal is to enhance your lifestyle at home, work and play. As we grow rapidly, we have an unwavering

commitment to continue to build a positive team, with a friendly, family spirited approach. The selection of exceptional talent is important to us! When you join Execulink, you're joining a team that's focused on not only providing an AWESOME experience to our customers, but to our employees as well. We live and breathe our Vision, Mission and Values, and are searching for individuals who are excited to contribute and do the same!

Execulink Telecom is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.