



**Position Title:** Residential Maintenance Attendant  
**Position reports to:** Residential Service Coordinator  
**Salary:** \$16 - \$17/hourly; group benefits  
**Employment:** Full-time, year-round

Fox Harb'r Resort is a 5 Star 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

**General Description:** Reporting to the Residential Service Coordinator, the Residential Maintenance Attendant will work as a part of the Residential Service Team to maintain and repair residential properties in a quick, efficient, and professional manner.

**Qualifications & Requirements:**

1. Ability to communicate any issues or problems to upper management while also being able to work with other staff members to get a particular job completed.
2. Ability to multitask and juggle a variety of appointments and requests at one time.
3. Ability to work in various different areas of the residences and perform many different functions to keep the residences in good standing.
4. Ability to work flexible shifts, weekends, and holidays
5. High school diploma or equivalent
6. Valid Nova Scotia Driver's License
7. Minimum 2 years' experience in a general Maintenance environment
8. Electrical, plumbing and HVAC knowledge an asset
9. Previous preventative maintenance program experience an asset

**Responsibilities:**

1. Ensure all Resident Member requests such as repairs, cleaning, and preventative maintenance, are followed through in a timely and professional manner.
2. Diagnose problems with homeowner's appliances and facilitate their prompt repairs for the convenience of the homeowner.
3. Carry out repairs of minor problems, such as light fixtures, towel bars, clogged toilets, leakages, peeling walls and furniture.
4. Conduct repairs on homeowner's equipment such as heating and cooling systems, plumbing systems, central vacuum, or electrical systems.
5. Perform preventative maintenance, repair, or other tasks as assigned.
6. Process work orders as assigned, and complete daily job reporting
7. Perform general aesthetic upkeep which can include painting, carpentry, waste removal, and snow removal.
8. Maintain exterior grounds and safe passageways for residents.
9. Consistently offer professional, engaging and friendly service to all members, guests and staff.
10. Contribute to a healthy and safe work environment by reporting all safety hazards and working in a safe manner.
11. Assist other departments when required.
12. Other duties as assigned by the Director of Membership

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto:hr@foxharbr.com) Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



**At Fox Harb'r Resort, we know every employee is a valued part of the team.**

**Our benefits include:**

- Competitive wages
- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member rates for Golf, Sport Shooting, Kayaking, Trail Rides etc.
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

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