



Summer Student Job Description

Facilities

Reports to: Facilities Coordinator

Location: Saskatoon

Requirements

- 16-week program running May to August (start and end date dependent on class schedule).
- Must be enrolled in a post-secondary skilled trade program and returning in the fall.
- Strong verbal and written communication and presentation skills.
- Ability to lift 50 – 100 lbs.
- Required to work on ladders, and other lift equipment and follow appropriate safety standards.
- High mechanical aptitude.
- Valid Class 5 driver's license.
- Ground and/or air travel may be required.

Reporting to the Facilities Coordinator with Rise Air, the Summer Student will assist with the following:

- Assists with all necessary requirements for building maintenance and maintenance of associated building equipment.
- Provide a superior level of service in the areas of maintenance and repair; custodial and cleaning; and office equipment set-up and moves.
- Assists with the maintenance of the company-parking compound
- Performs Grounds Keeping duties including grounds maintenance, grass cutting, weeding, and watering to always maintain the company premises in a neat and tidy condition.
- Responsible for pick-up and delivery of parts and materials as needed.
- Assist with the management of transportation requirements including warehouse, fleet vehicles, and employee parking.
- Performing all other duties, responsibilities, special assignments assigned.