



Infrastructure Planner and Installer

Montreal - Full-time - 744000031345582

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The incumbent in this role contributes to the upkeep, renovation, repair, and physical maintenance of the company's rental spaces and performs various related tasks. They ensure that all work is accurately estimated, completed on time, and carried out safely.

Responsibilities

The main and regular duties of this role include:

- Performing various repair, construction, renovation, and installation tasks across all floors.
- Painting projects in line with the annual maintenance plan.
- Participating in identifying needs for building maintenance projects.
- Managing employee requests submitted through the SOS platform.
- Ensuring the procurement of materials and equipment required for the work.
- Monitoring progress and coordination with subcontractors.
- Ensuring subcontractors' work complies with standards.
- Providing a weekly progress report on projects to the supervisor.
- Keeping the inventory of tools and hardware up to date.
- Ensuring effective and sustainable workshop management.
- Proposing project improvements.
- Reading professional plans and specifications.
- Performing any other related duties as needed.

Qualifications

Skills and Abilities:

- Ability to plan and organize manual tasks.
- Attention to detail.
- Teamwork skills.
- Initiative and problem-solving mindset.
- Autonomy and versatility.
- Ability to safely use tools and equipment.
- A general understanding of construction projects.
- Strong verbal and written communication skills in both French and English.
- Knowledge of various carpentry techniques.
- Familiarity with building codes.
- Basic knowledge of MS Office Suite.

Relevant Experience:

- At least 5 years of experience in construction or other relevant building maintenance experience.

Education:

- Vocational diploma (DEP) in carpentry or other construction-related training is an asset.
- Trade certification in a field related to renovation is an asset.
- Health and safety training is an asset.
- Driver's license (Class 5).

Additional Information

- **Work Schedule:** 5 days per week, on-site, from 5:30 AM to 2:30 PM.
- **Travel:** Potential for inter-studio travel.