

Summer Student Job Posting

Facilities Research and Preventative Maintenance Manual Development

Company Name: Enhanced Living, operating as Garden Home

Position Title: Summer Student, Facilities Research and Preventative Maintenance Manual Development

Job Location: Garden Home Nursing Home, 310 North River Road, Charlottetown, PEI, with work also involving Whisperwood Villa

Employment Type: Summer student position, in person

Term: June 10, 2026 to August 27, 2026

Hours: 37.5 hours per week

Pay Rate: \$22.00 per hour

Closing Date: June 9, 2026

Position Summary

Enhanced Living, operating as Garden Home, is seeking a motivated and detail-oriented summer student to support the development of a comprehensive Preventative Maintenance Manual for two long-term care facilities: Garden Home and Whisperwood Villa.

This role is well suited for a student interested in facilities management, engineering, building technology, health care operations, or technical writing. The successful candidate will work closely with senior leadership and maintenance staff to research, document, and organize preventative maintenance practices into a practical manual that supports safe, efficient, and compliant facility operations.

Key Duties and Responsibilities

The summer student will be responsible for the development of a structured Preventative Maintenance Manual. Duties will include:

- Conducting on-site assessments of building systems at Garden Home and Whisperwood Villa, including HVAC, plumbing, electrical systems, life safety systems, elevators, accessibility equipment, building envelope, and general infrastructure.
- Working with maintenance staff to document current preventative maintenance practices.
- Identifying gaps, inconsistencies, or undocumented procedures.

- Capturing institutional knowledge from experienced team members.
- Reviewing relevant regulations, standards, manufacturer guidelines, and best practices.
- Developing practical manual content, including asset inventories, system descriptions, maintenance schedules, standard operating procedures, inspection checklists, and documentation templates.
- Organizing information into a clear, user-friendly format suitable for ongoing operational use.
- Preparing a final draft manual by the end of the work term.

Qualifications

Applicants should be currently enrolled in a post-secondary program such as:

- Engineering, including mechanical, civil, or a related field
- Facilities management
- Building technology
- Health sciences or health administration
- Technical writing
- A related program of study

Skills and Attributes

The ideal candidate will have:

- Strong research, analytical, and organizational skills
- Excellent written communication skills
- The ability to translate technical information into clear and practical documentation
- Proficiency with Microsoft Word and Excel
- The ability to work independently and manage a multi-phase project
- Comfort interacting with staff in an operational health care environment
- A curious, proactive, and detail-oriented approach

- An interest in health care infrastructure, safety, compliance, and quality improvement

Supervision and Support

The student will report to senior leadership and work closely with maintenance personnel at both Garden Home and Whisperwood Villa. Regular check-ins and feedback will be provided throughout the term to support progress and ensure the work aligns with organizational needs.

Expected Outcome

By the end of the work term, the student will have produced a draft Preventative Maintenance Manual that will form the foundation for a standardized approach to facility maintenance across both homes.

How to Apply

Applicants must be Canadian citizens or permanent residents to be eligible for this position.

Interested applicants are invited to submit a resume and brief cover letter outlining their interest in the position to:

Manuela Benoit

Email: Manuela@enhancedliving.ca

Applications must be received by **June 9, 2026**.