



JOB POSTING

POSITION: **General Maintenance Worker-“Jack/Jill of all Trades”-Full-Time**

COMPANY: **Vancouver Native Housing Society**

LOCATION: **All VNHS Properties, Vancouver BC**

COMPENSATION: **\$19.00/hour**

WEBSITE: **www.vnhs.ca**



WHO ARE WE?

VNHS's mandate is to provide safe, secure and affordable housing. Although our original and ongoing mandate is to focus on the housing needs of the urban Aboriginal community we have expanded our operations to include housing solutions for seniors, youth, women at risk, persons living with mental illness and the homeless and homeless at risk populations.

We are looking for a General Maintenance Worker to join our team. The General Maintenance Worker is responsible to perform general and emergency repairs on all 18 properties in the VNHS portfolio. The primary purpose of the job is to identify, diagnose and undertake corrective action related to building interior common areas, dwelling units, exteriors and grounds. The General Maintenance Worker must take both verbal and written instructions from property managers and the maintenance coordinator in performing a wide range of tasks in a timely and efficient manner. The successful candidate must be able to travel to multiple sites within the Vancouver area to perform their duties.

Duties and Responsibilities will include:

- Daily meetings with Property Manager/Scheduler to prioritize tasks and determine daily work schedule
- Maintains clean and tidy appearance of front and back entrances and common areas of Head Office (1726 East Hastings Street) and the ground level storage areas
- Assists building managers to inspect, analyze, diagnose and address building, grounds and suite maintenance, alterations and repairs such as:
- Assists with all tasks required to preparation of suites for move-in throughout the VNHS property portfolio as directed by the Property Managers for each building
- Changing locks, adjusting or repairing doors and/or frames, windows and/or frames, and repairing or replacing bi-fold doors
- Minor plumbing, electrical, heating, cooling, appliance and ventilation system repairs and maintenance

Duties and Responsibilities (continued)

- Some carpentry including drywall repairs and construction of shelving, wall partitions and fencing
- Minor landscaping issues such as lawns, retaining walls, fences and gates
- Detects and identifies repairs that require services of qualified plumbers, electricians, and other repair specialists
- Maintains written work logs and inputs relevant data into computerized property management program
- Collects and delivers inter-office mail between Head Office and all buildings
- Delivers supplies to buildings as needed
- Update the property management software with internal / external work order status
- Maintains the worksite safety to ensure compliant with Workers Compensation Act and OHS Regulations
- Other related duties as directed, to meet the operational needs of the portfolio

Qualifications:

The successful candidate will have a Grade 12 or GED diploma and post secondary training in trades or building maintenance. At least two years experience in construction or maintenance work is required for this position.

Other requirements include:

- Valid First Aid Certificate
- Current Class 5 BC Driver's license
- Clean driving abstract
- Criminal Record clearance for working with children and vulnerable adults

This position is a full-time position – please be aware that flexibility with hours worked may be required to meet operational deadlines and requirements. **This successful candidate will be enrolled in our excellent Extended Health and Dental plan as well the Municipal Pension Plan after successful completion of their probationary period.**

If you are interested in this position, please send a resume and cover letter to careers@vnhs.ca with “**GENERAL MAINTENANCE WORKER**” in the subject line. Please note while we would like to connect with all of our applicants for this position, only those chosen for interview will be contacted.

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