



<b>Position Title:</b> Maintenance Worker	<b>Position #:</b> 2
<b>Department:</b> Property Services	<b>Pay Range:</b> \$18.11-\$23.21
<b>Reports to:</b> Maintenance Manager	<b>Start date:</b> ASAP

**How to apply:** Please send your Resume to [Resumes@pacificahousing.ca](mailto:Resumes@pacificahousing.ca) by November 19, 2017 at 11:59pm.

**Organizational Focus:**

As a non-profit charitable organization, Pacifica Housing's vision is *better lives through affordable homes and community connections*. Our mission is to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

Property Services ensures the prudent management of the organization's rental housing portfolio assets including planning and delivery of property maintenance activities.

**Employee Benefits:**

- Medical Service Plan (MSP) Coverage
- Extended Health Plan
- Extended Dental Plan
- Registered Retirement Savings Plan (RRSP) Matching Program
- Employee Assistance Program
- Discounted Gym Membership

**Primary Objectives:**

The Maintenance Worker is primarily accountable for fulfilling maintenance work orders according to a prescribed schedule and to meet quality standards established by Property Services.

**Key Responsibilities:**

1. As a member of the Maintenance Team performs a variety of maintenance functions according to maintenance work orders and following an established schedule, including:
  - carrying out repairs and other maintenance activities as required such as plumbing, appliance, drywall, painting and minor electrical repairs;
  - posting a variety of notices as instructed by the Property Services Assistant or by the Senior Maintenance Worker, such as Notice To End Tenancy and Notices To Enter, in compliance with the Residential Tenancy Act;
  - cleaning and repairing units upon turnover and according to the Society's specifications;
  - immediately reporting safety or accident/injury incidents to the Senior Maintenance Worker or to the Property Services Assistant;

## MAINTENANCE WORKER

- completing required paperwork such as maintenance work orders and mileage claims and submitting to the Senior Maintenance Worker;
- maintaining cordial and cooperative relationships with Supported Housing staff and with the tenants of Pacifica Housing.

### Qualifications (minimum Education and Experience requirements)

#### Education:

- High school graduation is preferred
- Formal training in carpentry, plumbing and electrical is highly desirable
- Must hold a Basic First Aid Certificate

#### Experience:

- Experience in a non-profit housing environment is desirable
- Demonstrated experience in a residential building maintenance role

#### Knowledge, Skills & Abilities:

- Ability to demonstrate skills in residential building maintenance including carpentry, plumbing and electrical is required
- General proficiency using a mobile phone to e-mail, text, call and manage calendar appointments

**Note:** An equivalent combination of education and experience may be considered.

#### Additional Criteria for Role:

- Criminal Record check through the Ministry of Justice is required
- Must have valid driver's licence and a reliable vehicle with a minimum of \$2 million liability 'business class' insurance
- Must be available to be on call in off hours for emergency call out

#### Behavioural Competencies assigned to the position:

##### Core Competencies

**Caring:** Basic

**Creative:** Basic

**Responsible:** Basic

##### Role Competencies

**Teamwork:** Basic

**Communication:** Basic

**Self-Management:** Basic