



SITE ASSISTANT

JOB TITLE	Site Assistant	WORK TEAM LEADER? yes no x	DIVISION/ DEPARTMENT	Operations
LOCATION	Specified Properties	___ part-time: ___ hours <u>X</u> full-time	DATE WRITTEN	January 22, 2017
REPORTS TO Name: Stefan Baune		Title: Director of Operation; Operations Manager		
SALARY RANGE	\$17.00 – \$19.00 per hour		SHIFT	Day Shift , Monday thru Friday
PURPOSE				
The Site Assistant is responsible for assisting the Site Managers and Operations Managers in the effective operation of the residential building or buildings and grounds committed to their care, and for the residents in those buildings.				
ESSENTIAL DUTIES				
<ul style="list-style-type: none"> • Assisting site managers with a variety of repairs and maintenance of assigned buildings. • Helps preparing suites prior to and after occupancy under the direction of the Site Manager. • Delivery of equipment, furniture, and miscellaneous supplies to various locations as required. • Removal and transportation of a variety of refuse to landfills. • Lawn and grounds maintenance. • Other miscellaneous labor-oriented tasks as may be assigned. • Performs work that requires adherence to safety procedures/practices when dealing with hazards. • Performs a variety of preventative maintenance; maintains a safe environment. • Performs seasonal tasks as required. • Performs administrative functions. • Performs a variety of cleaning duties. 				
WORKING CONDITIONS				
This job consists of physically demanding conditions when working on the site, and may involve heavy lifting. There will be regular travel between sites. A company truck and cell phone is made available for work related duties.				
REQUIREMENTS				
<ul style="list-style-type: none"> • Minimum Grade 12 plus two years recent related experience or an equivalent combination of education, training and experience. • Experience and knowledge with basic hand tools • Experience and knowledge of grounds maintenance equipment • Basic mechanical skills • Basic computer skills. • Excellent organizational and prioritization skills. • May be required to utilize tact and diplomacy and refer tenants to other staff where appropriate. • Able to work with a minimum of supervision • Must be fit and able to perform physically demanding tasks • Must possess a valid B.C. driver's license. • Must pass a criminal record check related to working with vulnerable residents (children and seniors) 				
I have reviewed and determined that this job description accurately reflects the position.				
_____ Work team leader signature		_____ Date	_____ Employee signature	
			_____ Date	
FOR STAFFING USE ONLY				
Posting # EEO Job Group			Posting Date ___/___/___	



SCHEDULE **A** - JOB DESCRIPTION