



Position Title: Assistant Maintenance Worker

Position #:

Department: Property Services

Pay Range: 2

Reports to: Maintenance Operations Manager

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.

Primary Objectives:

The Assistant 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:
 - assisting with repairs and other maintenance activities as required such as plumbing, appliance, repair, drywall, painting and minor electrical repairs;
 - loading and delivering materials to worksites, providing labour support as needed;
 - posting a variety of notices as instructed by the Property Services Coordinator or by the Maintenance Operations Manager, 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 Maintenance Operations Manager or to the Property Services Coordinator;
 - completing required paperwork such as maintenance work orders and mileage claims and submitting to the Maintenance Operations Manager;
 - 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

ASSISTANT MAINTENANCE WORKER

Experience:

- Demonstrated experience in basic laboring & maintenance is preferred
- Experience in a non-profit housing environment is an asset

Knowledge, Skills & Abilities:

- 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 access to a reliable vehicle with a minimum of \$2 million liability 'business class' insurance

Behavioural Competencies assigned to the position:

Core Competencies

Caring: Basic

Creative: Basic

Responsible: Basic

Role Competencies

Teamwork: Basic

Communication: Basic

Self-Management: Basic