



Position Title: Maintenance Worker

Reports to: Maintenance Manager

Department: Property Services

Pay Range: Commensurate with experience

How to apply: Please send your Resume to resumes@pacificahousing.ca by June 1, 2018 at 4:00pm.

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.

Pacifica Housing is a rapidly growing organization dedicated to meeting the housing and support needs of our community. As one of the largest non-profit housing providers on Vancouver Island, we are committed to building up our fast-growing team with a culture built to support and drive our people, and to reinforce our team with caring, responsible innovators.

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
- Sick and Vacation Leave available

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;
 - Residential installation and assembly including: doors, blinds, etc. ;

MAINTENANCE WORKER

- Posting a variety of notices as instructed by the Property Services Coordinator or by the Maintenance 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 Manager or to the Property Services Coordinator;
- Completing required paperwork such as maintenance work orders and mileage claims and submitting to the Maintenance Manager;
- Maintaining cordial and cooperative relationships with Supported Housing staff and with the tenants of Pacifica Housing;
- Work independently to meet deadlines and complete assignments as arranged; and
- Report to the Maintenance Manager regarding issues resolved, those needing attention, and those currently in progress.

Qualifications (minimum Education and Experience requirements)

Education:

- High school graduation
- Must hold a Basic First Aid Certificate

Experience:

- Experience as a maintenance worker or other similar position, preferably in a non-profit housing environment.
- Demonstrated experience in a building maintenance role.
- Experience using hand and electrical tools.
- Preferred 2 years' experience doing suite renovations/ building maintenance.

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.
- Must have trade skills including painting, drywall patching and installation, door hardware repairs, and flooring and carpentry repairs.

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
- 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: Intermediate

Role Competencies

Teamwork: Basic

Communication: Intermediate

Self-Management: Intermediate

Equity Statement:

Pacifica Housing is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and gender identities. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.