



Position Title: Experienced Building Operator

Reports to: Maintenance Operations Manager

Department: Property Services

Pay Range: Commensurate with experience

How to apply: Please send your Cover Letter and Resume to Resumes@pacificahousing.ca by May 27, 2019 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.

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.

Primary Objectives:

The Experienced Building Operator is primarily accountable for fulfilling plumbing; key & lock and HVAC work orders, preventative maintenance and maintenance work orders according to a prescribed schedule and to meet quality standards established by Property Services. Training would be provided to applicants who demonstrate the correct aptitude.

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, cutting keys, reprogramming locks, boiler and other mechanical system inspections and preventative maintenance;
 - Residential installation and assembly including: doors, blinds, etc. ;
 - 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;
 - Immediately reporting safety or accident/injury incidents to the Maintenance Manager or to the Property Services Coordinator;
 - Completing required electronic reports such as maintenance work orders and mileage claims and submitting to the Maintenance Coordinator / Administrator;

EXPERIENCED BUILDING OPERATOR

- Maintaining cordial and cooperative relationships with Supported Housing staff, contractors and with the tenants of Pacifica Housing;
- Work independently to meet deadlines and complete assignments as arranged; and
- Report to the Maintenance Coordinator / Administrator; regarding issues resolved, those needing attention, and those currently in progress.

Qualifications (minimum Education and Experience requirements)

Education:

- High school graduation
- Technical school training would be beneficial
- Must be proficient with the use of Microsoft office and other software and apps such as Yardi, for example
- Must be an experienced smart phone user

Experience:

- Experience as a maintenance worker or other similar position.
- Demonstrated experience in a building maintenance role.
- Experience using hand and electrical tools.

Knowledge, Skills & Abilities:

- Ability to demonstrate skills in at least one of the following residential building maintenance categories; - plumbing, locksmith or building operations (boilers, heaters, fans / pumps) is required.
- General proficiency using a smart phone apps as well as 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 before employment commences
- 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 on a rotating schedule

Employee Benefits:

- Medical Service Plan (MSP) Coverage
- Extended Health Plan
- Extended Dental Plan
- Registered Retirement Savings Plan (RRSP) Program
- Employee Assistance Program
- Wellness and Vacation Time Entitlements
- On going training in various practical fields of work

EXPERIENCED BUILDING OPERATOR

Behavioral Competencies assigned to the position:

Core Competencies

Caring: Basic

Creative: Intermediate

Responsible: Intermediate

Role Competencies

Teamwork: Intermediate

Communication: Intermediate

Self-Management: Intermediate

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.