

Job Posting

Job Title: Building and Facilities Caretaker

Summary: We are seeking a Building and Facilities Caretaker, for 28 hours/week (including some evening/weekend or after hours on-call), who will develop maintenance schedules and perform basic caretaker functions across 56 units of housing.

Key Responsibilities:

- Perform interior and exterior repairs, maintenance and installations as required (both preventative and emergency maintenance). This would include basic plumbing, electrical work, painting and drywall repairs.
- Conduct light landscaping related work.
- Develop seasonal/annual maintenance plans.
- Respond to facility emergencies and after hours service calls as and when required.
- Heavy cleaning, lifting/moving heavy objects & climb ladders or working at heights as required.
- Clearing snow from doorways and walkways when required.
- Liaise with vendors and suppliers.
- Some janitorial duties.
- Maintain good communication with staff, tenants, contractors and partners.

Qualifications:

- Knowledge of property/facilities management.
- Completion of Building Service Worker course an asset.
- Knowledge of basic carpentry, plumbing, and electrical systems; a valid trades ticket is an asset.
- Basic knowledge of Building HVAC is preferred.
- Experience performing hands-on repair and maintenance of mechanical systems in a similar role.
- Excellent at problem solving, planning and budgeting projects.
- Willingness to learn and advance knowledge and experience.
- Good physical health and condition, and capable of lifting up to 100 lbs.
- Great people skills, and demonstrated ability to work in a multicultural setting.
- Self-starter who operates with confidence under minimal supervision.
- Ready and willing to work a flexible schedule based on business needs.
- Has own vehicle and basic tools.
- Bondable. Must successfully complete a criminal record check.

Competitive salary and benefits package.

Interested applicants are requested to submit their resumes by June 20th, 2019 to:

tessaa@kiwassa.ca

Careers@kiwassa.ca

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