

JOB POSTING 2024-17 a

Internal & External

Position: Building Maintenance Worker

Status: Permanent Part Time

Work Sites: Programs & Services

Shifts: Eight-hour shifts: Friday/Saturday/Sunday

Wage/Salary: Grid Level 10 Step 1 \$25.95

Posting Date: April 5, 2024

Closing Date: April 12, 2024

This position is open to all staff and evaluated in accordance with the Collective Agreement. Qualified internal candidates shall be considered and interviewed prior to external candidates.

Squamish Helping Hands is an equal opportunity employer, committed to recruiting an inclusive workforce that reflects the community we serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities, and persons with disabilities.

This position requires membership in the Union.

JOB DESCRIPTION: Under the Operations and Enterprise Manager the Building Maintenance Worker performs routine patrols of Under one Roof to ensure safety and order. Between patrols the Building Maintenance Worker will log events and provide basic maintenance and janitorial services to the building, grounds, and equipment. The Building Maintenance Worker is responsible for following the maintenance plan for the building and performing basic preventative maintenance or ensuring preventive maintenance and inspections are carried out on schedule by licenced contractors. The Building Maintenance worker is also responsible for responding to damage and making or arranging for necessary repairs in a timely fashion.

The ideal candidate not only has experience in building operations and general maintenance and repairs but possesses the ability to community well with others using a trauma-informed and compassionate harm-reduction approach.

TASKS AND RESPONSIBILITIES

Maintenance

- Follows scheduled maintenance routines and timelines for building components such as hot water heaters, HVAC, smoke detectors, flooring, etc.
- Monitoring the functionality of critical systems such as heating/cooling, plumbing, hire and electrical.
- Responds to maintenance requests, in order of importance/priority.
- Responds to emergency maintenance issues such as unplugging a toilet or turning off water because of a burst pipe.
- Regularly visits common areas such as washrooms, laundromat etc. to inspect and monitor the performance and functionality of equipment, appliances, fixtures etc.
- Performs maintenance and repairs in the areas of carpentry, painting, drywall, mechanical, plumbing such as repairing faucets and valves, caulking; and electrical, such as replacing heaters, plugs, light bulbs, elements etc. and any other maintenance not requiring a licenced trade.
- Contacts external contractors and trades people to obtain quotes and arrange for certified maintenance or repairs as necessary
- Monitors work performed by contractors
- Collects and remove garbage and recyclable materials; ensures safe disposal of hazardous waste.
- Cleans external areas such as entranceways, sidewalks, and parking lots to remove dirt, leaves, snow, and other refuse.
- Minor gardening and landscape maintenance tasks such as mowing, weeding, pruning, and watering.
- Transports equipment, furniture, and supplies; arranges furniture for special events.
- Monitoring vehicle conditions and arranges for service and maintenance as needed.

Administration and Documentation

- Keeps all maintenance records and files up to date.
- Completes and maintains all records for repairs and maintenance events.
- Completes or contributes to critical incident reports when needed.
- Collaborates with management to provide input into policies and procedures related maintenance and safety and into the development of depreciation reports and asset replacement plans.

Safety and Security

- Follows all safety protocols.
- Ensures building and equipment meet all safety, security, and fire regulations and policy.
- Records and reports all safety concerns for the manager and the Occupational Health and Safety Committee
- Is familiar with the basic components and settings for security equipment including locks and doors, and surveillance cameras.

Other

- May involve operating a vehicle to pick up or move supplies.
- May involve some cleaning such as washing floors, fans, air filters, etc.
- May involve some supervision and organizing of volunteers or residents such as for gardening, landscape work, painting, recycling program etc.

QUALIFICATIONS AND EXPERIENCE

- 2 years recent related experience
- High-School diploma
- Building Maintenance courses
- Level 1 First Aid

Skills and Abilities

- Possesses relevant knowledge about modern building operations and maintenance.
- Possesses a variety of skills related to repairs and maintenance, including manual dexterity, using hand and power tools safely, basic math and calculations,
- Able to perform basic repair and maintenance to buildings and systems that don't require engineering, trades or certification.
- Knowledge of WorkSafe BC safety regulations and guidelines relevant to the building.
- Remains calm when interacting with residents who may exhibit unusual or disruptive behavior.
- Maintains empathy, kindness, and a friendly disposition.
- Maintains healthy personal and professional boundaries.
- Works as a member of a team and contributes to the culture and harm-reduction approach of the Society.
- Demonstrated ability to work independently, prioritize tasks and manage time.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to work and communicate using a computer – Microsoft, online communication, related apps etc.
- Demonstrated ability to be open-minded and non-judgmental.
- Demonstrated ability to take direction from others.
- Performs other related duties as assigned.
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Education, Training and Experience

Diploma in a related human / social service field

One (1) year recent related experience

Level 1 First Aid Certification - mandatory

Driver's License.

An equivalent combination of education, training and experience may be considered.

Additional preferred Assets – training in: Crisis Intervention Skills; Conflict Resolution; Harm Reduction; Trauma informed Practice; Hostile interactions/De-escalation skills

Must have a minimum of two (2) years' sobriety if you are a “person with lived experience”.

Skills and Abilities

Demonstrated ability to work independently and within a team environment.

Demonstrated ability to communicate effectively both verbally and in writing.

Demonstrated ability to work and communicate using a computer – Microsoft, online communication, related apps etc.

Demonstrated physical/ mental ability to perform the duties of the job.

Demonstrated ability to operate related equipment.

Demonstrated suitability to work with disadvantage and challenging adults in a diverse environment.

Demonstrated ability to be open-minded and non-judgmental.

Demonstrated ability to organize work.

Demonstrated ability to take direction from others.

Demonstrated ability to understand and maintain client/ worker boundaries.

Demonstrated ability to work with others effectively.

Interested individuals should apply by providing a **resume and cover** letter to SHHS Human Resources at info@shhs.ca quoting the **Posting No.** 2024-17a

We thank and acknowledge all applicants and will proactively contact those selected for an interview.

For more information on the various focus areas please contact info@shhs.ca and we will send you a more detailed job description.

Note that Squamish Helping Hands workplace currently falls under a Provincial Health Order that requires workers to be fully vaccinated for COVID-19.