

Job Description

Building Janitor/Maintenance Worker

UNDER ONE ROOF BACKGROUND INFORMATION

Under One Roof is a community hub that aims to build a sense of Wellness, Community, and Purpose for people in Squamish. It's more than just supportive housing, it's a community food hub, a volunteer hub, a wellness hub and a central access point for supports and services.

Located in downtown Squamish at Third and Main Sts, the 45-unit facility is a collaboration between BC Housing, the District of Squamish, and Squamish Helping Hands Society and the Squamish Food Bank. The first floor is truly a place of connection, containing a full commercial kitchen, dining room, and food market. Designed for food rescue and repurposing, the community hub aims to provide more nutritious food to community members while also reducing waste.

Under One Roof helps to meet the need for truly affordable housing in our community. But it is so much more. The vision is based on a Housing First approach which means that substance use and mental illness are not an impediment to receiving housing. We view housing as a human right. The supportive housing model means that we provide 24-hour onsite staffing and programs and services that are based on individual needs, addressing all aspects of wellness. Housing alone is not always enough to help individuals improve their wellness. Our trauma-informed approach seeks to understand how trauma impacts the brain and a person's emotions and coping abilities. Understanding the trauma experienced by those we help means we adapt the ways in which we engage and support healing.

The facility is scheduled to open in September 2020.

For more information visit: <https://underoneroofsquamish.ca/> and squamishhelpinghands.ca

SUMMARY OF POSITION

Under the Operations and Enterprise Manager the evening Security and building maintenance worker performs routine patrols of Under one Roof to ensure safety and order. Between patrols the security worker will log events and provide basic maintenance and janitorial services to the building, grounds, and equipment. For example: XXXXX.

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. XXX

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 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 building 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 behaviour
- 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.

JOB CLASSIFICATION: Building Maintenance Worker

Grid Level: 10

Union membership required: BCGEU

Updated November 3, 2020