

POSITION TITLE: Building Maintenance Worker

PROGRAM: Housing

COMMUNITY: Kimberley

STATUS: casual/on-call

WAGE: BCGEU Grid 10 Step 1 - \$19.45/hr

CLOSING DATE: May 20 2019

Job Summary: Performs maintenance & repairs related to buildings, grounds and equipment, electrical, plumbing, painting and grounds-keeping at the designated site(s).

Qualifications:

- Grade 12 plus related vocational training such as a building maintenance course
- Two (2) years recent related experience
- Or an equivalent combination of education, training, and experience
- Class 5 Drivers license and occasional use of personal vehicle for work required.

Key Duties and Responsibilities:

- Establish, monitor and carry out preventative maintenance procedures and schedules for buildings, equipment, and grounds. Ensures building and equipment meet all safety, security and fire regulations and policies. Makes recommendations for major repairs and purchases to supervisor.
- Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets, and applying finishing material such as linoleum.
- Monitors work performed by contractors, prepares estimates of labour and material costs, contacts external contractors and trades people to obtain quotes and arranges for major repairs and maintenance work.
- Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste.
- Cleans external areas such as entrance ways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.
- Completes and maintains related records such as maintenance logs and security incident reports.
- Transports equipment, furniture and supplies manually and / or using aides such as dollies and carts. Operates a motor vehicle to pick up and moves goods and supplies. Arranges furniture for special events.
- Reports to designated supervisory personnel and participates in regular supervision / performance review.
- Participates positively and productively as a member of the Association staff team.
- Adheres to the philosophy, policies and procedures of the Association.
- Represents the Association positively and professionally in the community.
- Performs other related duties as required.

Interested applicants please submit resumes only to: Hiring Committee

Email: reception@cmhakootenays.org

The Association thanks all applicants, however, will contact only shortlisted applicants.

Reviewed and Updated May 13 2019