



January 11, 2022

Job Posting #: 01-2022-WSP/SS

EXTERNAL/INTERNAL JOB POSTING
NELSON CARES SOCIETY
POSITION: Maintenance Worker
Permanent Part-Time (28 hours/week)

This is a benefitted position upon successful completion of the probation period

Location: Ward Street Place, Stepping Stones Emergency Shelter & The HUB, Nelson BC

Job summary:

The Maintenance Worker will be involved in all aspects of unit and building maintenance as well as the care of the grounds at Ward Street Place, Stepping Stones Emergency Shelter, and the HUB. Additional work may be assigned at other sites operated by Nelson CARES Society. Work is done in a professional and efficient manner in compliance with Nelson CARES Society policies and procedures and with attentive care for our tenants, some of whom are extremely vulnerable.

This is a permanent part-time position and will be eligible for benefits upon successful completion of the probation period.

Duties and Responsibilities:

The maintenance worker will be available to perform duties during all designated hours and may be called upon to coordinate after hours emergency services or responses. The maintenance worker will be available for scheduled on-call shifts for after hours emergencies.

1. Maintenance Tasks:

- a. Completes asset tracking tasks to record work orders and their completion, replacement items etc. using Arcori Asset Tracking software.
- b. Completes light building maintenance tasks for the three properties.
- c. General light cleaning of the property (courtyards, sidewalks and common landscaped areas).
- d. Responsible for light plumbing duties: unclogging of drains, traps, and waste pipes; repairing/replacing taps, toilet tank hardware and seasonal care of outside water taps and hoses.
- e. Contacts trades contractors to schedule electrical and plumbing jobs, as directed by Property Manager.
- f. Conducts quarterly site maintenance inspection of the properties and other areas as assigned.
- g. Completes yearly unit inspections and remedial tasks.
- h. Attends to building emergencies as required and completes other tasks as required.

2. Turn Over of Units:

- a. Performs cleaning of units including appliances, light fixtures, and windows.
- b. Completes washing, patching, painting walls and/or prep work for painting/flooring contractors.
- c. Preparing suites for rent – washing and patching walls, floors, counter tops; cleaning and painting walls, cleaning ovens and refrigerators.
- d. Check working condition of stoves, refrigerators, dishwashers, washing machines, and dryers; request quotes and order new appliances as directed by the Property Manager.

- e. Remove and clean all plumbing traps, check for leaks and damage.
- f. Check all faucets for loose fittings, leakage, pressure, and flow etc.
- g. When required removes personal belongings left by tenants: repurpose or dispose of items, as directed by the Property Manager.

3. Grounds/Building Maintenance:

- a. Completes weekly property walkabouts and report findings to Property Manager or Program Manager.
- b. Ensures maintenance equipment and tools are maintained and serviced when required.
- c. Performs general cleaning of courtyards, sidewalks and landscaped areas.

4. Seasonal Maintenance Tasks:

- a. Supervise casual employees who clear snow, apply sand and ice melt on sidewalks and parking areas.
- b. Completes grounds keeping, including mowing of lawns, weed removal, tree pruning/hedge trimming etc.
- c. Contacts contractors for snow removal, gutter cleaning etc.

5. Tenant Relations:

- a. Prepare and deliver information/notice of entry memos for tenants when contractors are scheduled for site or unit work.
- b. Respond, enter into Arcori Asset Tracking System and schedule tenants' maintenance requests.

6. Fire Safety:

- a. Performs monthly check of emergency light operation, door alarms and fire panel.
- b. Ensures Fire Safety Plans are updated.
- c. Schedules and attends annual fire inspections with contractor, schedules work required as per deficiency reports.

7. Comply with the requirements of the Occupational Health and Safety committee, Nelson CARES policies and assist with evacuation procedures.

8. Comply with all safety requirements including public health orders and follow all Directives as they are released.

9. Adhere to WorkSafe BC worker responsibilities, that includes and not limited to:

- Address and report workplace hazards immediately to the manager.
- Follow safe work procedures and act safely in the workplace at all times.
- Properly use protective clothing, devices, and equipment provided.
- Co-operate with joint health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers.

Qualifications and Job Skills:

- Minimum 3 years custodial/maintenance experience and knowledge of basic hand and power tools.
- Ability to lift/carry up to 50lbs.
- Strong problem solving and communication skills.
- Better than average verbal, interpersonal, and time management skills.
- Solid knowledge and the possession of basic mechanical, electrical, and plumbing skills along with an ability to perform routine building and grounds maintenance.
- Ability to work well with other employees and contractors.
- Ability to handle potentially challenging situations in a diplomatic manner.
- Ability to be work efficiently with little supervision, contribute effectively to a team, and complete timely reports.
- The ability to function independently, manage multiple concurrent situations involving projects and timelines.

Employment Requirements:

- Valid BC Driver's Licence and clean driver's abstract
- Satisfactory Criminal Record Check
- Valid Emergency First Aid Certificate
- WHMIS

Start Date: : As soon as possible

Hours & Days of Work : Monday – Friday, On-call as needed.
Evening and weekend work may be required

Compensation : \$21.65/hour (JES Grid Level 10)

Application Deadline : **January 25, 2022 by 4 pm**

Please e-mail a cover letter and current resume with e-mail addresses of three references to:

Human Resources Coordinator

Email: recruitment@nelsoncares.ca

(Please quote position and job posting number on subject line)

Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.