



December 17, 2024

Job Posting #: #8\_2024\_ADMIN

## **EXTERNAL AND INTERNAL JOB POSTING**

### **Nelson CARES Society – Affordable Housing Program**

### **Position: Maintenance Manager & Lead Skilled Worker**

**Location: Nelson, BC**

**Classification: Permanent Full-Time (35 to 40 hours/week)**

Nelson CARES Society (NCARES) is a not-for-profit organization that provides programs and initiatives in advocacy, housing and support services. The Affordable Housing Program is one of its programs that operates four properties in Nelson that provides safe, comfortable, and affordable housing.

**Job Summary:** We are seeking a dynamic and skilled individual to take on a dual role as Maintenance Manager and Lead Skilled Worker. The successful applicant will work in tandem with another Maintenance Manager/Lead Skilled Worker to ensure the upkeep and safety of our properties while providing hands-on expertise in building maintenance. This position reports to the Executive Director.

As the Maintenance Manager and Lead Skilled Worker, you will oversee the maintenance operations of NCARES properties, ensuring that safety and regulatory standards are met. You will lead a team of maintenance staff and contractors while also performing skilled maintenance tasks, such as repairs, preventative maintenance and unit turnovers. This position combines strategic oversight with hands-on expertise, requiring excellent organizational, leadership, and technical skills.

#### **Duties and Responsibilities:**

##### *Maintenance Management*

- Coordinate and supervise maintenance activities at designated properties.
- Develop and maintain preventative maintenance schedules and procedures.
- Manage staff and contractors, ensuring tasks are completed efficiently and safely.
- Utilize ARCORI software for work orders, asset tracking, and reporting.
- Oversee service contracts, such as snow removal and grounds maintenance.

##### *Skilled Work*

- Perform building repairs, including carpentry, plumbing, electrical, and painting tasks.
- Conduct unit turnovers, including cleaning, minor repairs, and preparation for occupancy.
- Carry out seasonal maintenance, such as landscaping, snow removal, and equipment servicing.
- Inspect buildings and grounds regularly to identify and address maintenance needs.

##### *Leadership & Compliance*

- Supervise and support maintenance staff, fostering a positive work environment.
- Ensure compliance with BC Building Code, WorkSafe BC regulations, and NCARES policies.
- Respond to after-hours emergencies as part of the on-call schedule.

**Job Skills and Abilities:**

- Exceptional verbal and interpersonal abilities to foster effective communication with staff, contractors, and tenants.
- Strong time management skills, with the ability to set priorities and manage multiple projects concurrently.
- Demonstrated capacity to meet deadlines and work efficiently within budget constraints.
- Solid knowledge and hands-on skills in mechanical, electrical, and plumbing systems.
- Proven ability to lead teams and coordinate with contractors while maintaining excellent organizational practices.
- Experience with tendering and contract processes.
- Skilled in managing challenging situations with diplomacy and diffusing potentially volatile scenarios.
- Familiarity with the Residential Tenancy Act, WorkSafe BC regulations, BC Building Code, and City of Nelson Building Bylaws.
- Competence in using database platforms for maintenance management and asset record keeping.
- Ability to work effectively with minimal supervision while contributing to team goals.
- Strong capability to provide accurate, timely reports to management.

**Qualifications:**

- Post secondary studies in facilities management and/or equivalent work experience.
- Minimum 3 years in a recognized skilled trade
- Preferred trade professional designation
- Knowledge and experience of basic hand and electrical tools
- Ability to lift/carry up to 50 lbs

**Employment Requirements:**

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

**Compensation:**

- Maintenance Manager : Up to 10 hour/week at \$40.10/hr, and
- Lead Skilled Worker : Up to 25 hours/week at \$37.00/hr
- This is a benefitted position upon successful completion of the probation period.

**Application Deadline: On or before 4 pm December 27, 2024**

*Please e-mail a cover letter, resume, and e-mail addresses for three references to:*

***Executive Director***

***e-mail: [executivedirector@nelsoncares.ca](mailto:executivedirector@nelsoncares.ca)***

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