

November 20, 2025

Job Posting #: 03_2025_AH

EXTERNAL AND INTERNAL JOB POSTING

Nelson CARES Society – Affordable Housing Program

Position: Custodian/Groundskeeper (Multiple Positions)

Classification: Casual, On Call

Location: Nelson, BC

Nelson CARES Society (NCARES) is a not-for-profit organization that provides programs and services in the areas of housing, employment, legal information, and support services. The Affordable Housing Program provides safe, comfortable, and affordable housing to seniors, families, and single adults.

Job Summary:

The Custodian/Groundskeeper will perform various maintenance tasks at Nelson CARES sites under the direction of the Facilities Manager. The role requires professional, efficient work in compliance with Nelson CARES Society policies, with a focus on tenant safety and well-being.

Key Responsibilities:

1. Perform custodial and light maintenance duties, including window cleaning, basic plumbing (unclogging drains, minor fixture repairs), and general upkeep of common areas such as parking garages, courtyards, and landscaped spaces.
2. Maintain and safely operate maintenance tools and equipment.
3. Support additional building or grounds tasks as assigned.
4. Follow all Occupational Health and Safety requirements, Nelson CARES policies, and public health guidelines.
5. Identify and report hazards, follow established safe-work procedures, and use required protective equipment.
6. Participate in organizational safety practices, including cooperation with Joint Health & Safety Committees and adherence to emergency and evacuation procedures.

Job Skills and Abilities:

1. Basic verbal and interpersonal skills.
2. Knowledge of mechanical, electrical, and plumbing maintenance.
3. Ability to work independently and manage multiple tasks.
4. Strong teamwork and conflict resolution skills.
5. Ability to work with minimal supervision and complete reports timely.

Qualifications

Education, Training, and Experience:

1. Minimum 2 years of custodial or maintenance experience.
2. Proficiency with basic hand and electrical tools.
3. Ability to lift and carry up to 50 lbs.
4. Strong problem-solving and communication skills.

Specific Qualifications:

1. Valid Driver's License and clear driver's abstract
2. Satisfactory Criminal Record Check
3. Valid Emergency First Aid Certificate
4. WHMIS Training

Compensation: \$21.70/hour (JES Grid Level 3, Step 1)

Hours: Casual, On Call

Start Date: As soon as possible

Application Deadline: Open until filled

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

Facilities Manager

Email: facilitiesmanager@nelsoncares.ca

(Please indicate position and job posting number on the subject line)

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.