

JOB POSTING - BUILDING SERVICE WORKER

Organization: Hiyám Housing
Position Status: Full-time (40 hours per week)
Primary Office Location: Estítkw Place, North Vancouver

Background

Estítkw Place is a new 55-unit development that delivers supportive housing for vulnerable Squamish Nation members. These homes will be exclusively for Squamish Nation Members, with priority given to People with disabilities, LGBTQ2+ (Two-spirited), people experiencing homelessness or are at risk of homelessness, and people dealing with mental health and addiction issues.

General Purpose

Reporting to the Property Manager, the Building Maintenance worker is responsible for maintaining the building to a high level of cleanliness and good repair and ensuring that tenants experience quiet enjoyment of their homes. This position requires a mix of maintenance, administrative and interpersonal skills.

Key Responsibilities and Duties

- Ensure that all interior common areas of the building are kept clean and tidy, the exterior of the building is kept clean, and the grounds maintained and free of litter.
- Perform minor repairs and maintenance on building components and equipment in all common areas and units.
- Maintain required building supplies and materials.
- Work with the Property Management team to perform move-in and move-out inspection of unit turnover, documenting as required by the property guidelines and according to Hiyám Housing policies.
- Utilize staff and/or external contractors to promptly prepare vacant units for occupancy according to standards of maintenance policies and procedures.
- Inputs maintenance activities into property management software.
- Works cooperatively with the Property Manager to identify and deescalate conflicts that arise within the tenant population and works towards creating an environment of trust while maintaining healthy boundaries.
- Other related duties as directed by the Property Manager.

Qualifications and Skills

Education and Experience

- Minimum 2 years of experience working in residential buildings or in other related maintenance positions.
- Experience working with First Nations.
- WHIMIS certificate is required
- Valid First Aid and CPR Certification an asset

Salary and Benefits

As well as a competitive base salary dependent on the number of years of experience, we also offer corporate benefits.

- A generous compensation package which includes extended health and dental benefits and a superb pension plan
- Access to professional development funds and opportunities for career development
- Annual salary range \$48,000- \$52,000

Your cover letter and resume should be submitted as one document in your profile when applying for this position. Please add your cover letter to your resume and submit both documents as your resume to **info@hiyamhousing.com**

CLOSES: September 15, 2023