

JOB DESCRIPTION - BUILDING SERVICE WORKER

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

Background

Founded in 2019 by Squamish Nation Council, Hiyám ta Skwxwú7mesh Housing Society is the not-for-profit organization responsible for building and managing affordable housing for our members. Hiyám means “to return home or to come home,” a name so beautifully and aptly given to describe our hopes and dreams to Bring the Squamish People home.

Chenkw Erńút is a 95-unit development and was created to provide safe, long-term rental homes for Skwxwú7mesh Peoples. Priority is given to independent elders, youth, families, and people with disabilities. The building is funded under the Community Housing Fund Program which aims to increase the availability of affordable rental housing for low to moderate-income households across British Columbia.

Position Overview:

Reporting to the Building Manager, the Building Service Worker plays a key role in ensuring the building is maintained to the highest standards of cleanliness and functionality. This position is responsible for performing maintenance tasks, handling administrative duties, and fostering positive tenant relationships to ensure a safe, well-kept environment where residents can enjoy peaceful and comfortable living. The role requires travel to other Hiyam locations in North Vancouver and Squamish based on site needs. A combination of technical, organizational, and interpersonal skills is needed to effectively meet the needs of the building and its tenants.

Job Responsibilities:

- **Maintain Cleanliness and Order:**
 - Ensure that all interior common areas of the building are kept clean, organized, and well-maintained.
 - Oversee the cleanliness and upkeep of the building’s exterior and surrounding grounds, ensuring they remain free of litter and debris.
- **Minor Repairs and Maintenance:**
 - Perform routine repairs and maintenance on building components and equipment in both common areas and individual units, addressing issues promptly and efficiently.

- Be familiar with all Hiyám buildings and quickly adapt based on need
 - Be prepared to work and travel to all Hiyam sites
- Inventory Management:
 - Monitor and maintain required building supplies and materials, ensuring that adequate stock levels are always available for ongoing maintenance activities.
- Unit Inspections and Turnovers:
 - Collaborate with the management team to conduct move-in and move-out inspections for unit turnovers, documenting all findings according to property guidelines and Hiyám Housing policies.
 - Prepare vacant units for new occupancy in accordance with established maintenance procedures, utilizing internal staff and/or external contractors as needed.
- Record Keeping:
 - Accurately input maintenance activities, work orders, and other relevant data into property management software to ensure proper documentation and tracking.
- Conflict Resolution and Tenant Relations:
 - Work closely with the management team to identify and resolve tenant conflicts in a calm and professional manner, promoting a positive living environment and fostering trust within the community.
 - Help create an atmosphere of respect and cooperation among tenants while maintaining healthy boundaries.
- Additional Responsibilities:
 - Perform other related tasks and duties as directed by the Management team to ensure the smooth operation of the property.
 - Inform management about any major issues needing immediate attention
 - Contribute to a culturally safe environment

Education and Experience

- Minimum 2 years of experience working in residential buildings or in other related maintenance positions.
- Experience working in First Nation environment an asset
- 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- \$58,240

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: Open until filled.