

JOB DESCRIPTION - Building Service Worker

Organization: Hiyám Housing
Position Status: Full-time (40 hours per week)
Primary Office Location: Capilano Estítkw Place IR No. 5 – International Plaza Site

Background

Hiyám Housing Society is an incorporated non-profit Society, formed by the Squamish Nation Council as part of its strategic priority to house every Squamish member within a generation.

Estítkw Place is a 55-unit development that delivers supportive housing for vulnerable Squamish Nation members. These homes are exclusively for Squamish Nation people, 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

Working closely with the Building Manager and Property Manager, the Building Maintenance staff is responsible for maintaining the building to a high level of cleanliness and good repair.

Key Responsibilities and Duties

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.
- Responsible for safely cleaning, disinfecting, and disposing of biohazardous materials in accordance with established safety protocols and regulations.
- Ensure proper use of personal protective equipment (PPE) and adhere to sanitation and hygiene standards to prevent the spread of infections and maintain a safe, sanitary environment.
- Properly handle and dispose of all hazardous waste according to safety guidelines and legal requirements.

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.

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.

Tenant Relations:

- Support management team with regards to any tenant conflicts in a calm and professional manner and refer tenants to appropriate staff as needed
- Promote 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.

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.
- Valid First Aid and CPR Certification.
- WHIMIS certificate is required.

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
- Salary: \$27.00 / hour

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.