

<b>Job Title:</b> Building Maintenance Worker <b>Subject to JJEP confirmation</b>	<b>Benchmark:</b> 10
<b>Program:</b> Second Stage	<b>Salary Range:</b> \$25.95-\$29.76 Grid 10- JJEP Wage Grid
<b>Location:</b> Nanaimo	<b>Employee Group:</b> HSA
<b>Hours Per Week:</b> 20 hours	<b>Position Status:</b> Permanent Part-Time
<b>Shift Schedule:</b> To be determined	<b>Anticipated Start Date:</b> ASAP

### Job Summary

Performs maintenance & repairs related to buildings, grounds, and equipment, in one or more areas such as electrical, plumbing, painting and grounds-keeping.

### Key Duties and Responsibilities

1. Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment, and grounds. Ensures building and equipment meet all safety, security and fire regulations and policies. Makes recommendations for major repairs and purchases to supervisor.
2. Performs carpentry, electrical, painting, mechanical and plumbing maintenance, and repairs such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, including applying paint and other finishes, repairing drywall, disassembling, and reassembling equipment, replacing sinks and toilets, and applying finishing material such as linoleum.
3. Monitors work performed by contractors, prepares estimates of labour and material costs, contacts external contractors and trades people to obtain quotes and arranges major repairs and maintenance work.
4. Collects and removes garbage and recyclable materials from building common areas and ensures the safe disposal of hazardous waste.
5. Cleans external areas such as entranceways, sidewalks, and parking lots using manual and power brooms, rakes, shovels, and other equipment to remove dirt, leaves, snow, and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning, and watering.
6. Completes and maintains related records such as maintenance logs and security incident reports.
7. Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts. Operates a motor vehicle to pick up and move goods and supplies. Arranges furniture for special events.
8. Performs other related duties as required.

**Mailing Address** P.O. Box 37086, 38-3200 Island Hwy, Nanaimo, BC V9T 6N4

**Administration** (250) 756-2452 | Fax: (250) 756-2414 | Email: [haven@havensociety.com](mailto:haven@havensociety.com) | [www.havensociety.com](http://www.havensociety.com)

Registered Charitable Number 119261105 RR0001

**Qualifications Education and Knowledge**

1. Grade 10, plus related vocational training such as a building maintenance course.  
Training and Experience
2. Two (2) years recent related experience.
3. Or an equivalent combination of education, training and experience.

**Skills and Abilities**

1. Demonstrated knowledge and experience in a variety of repair and maintenance skills, such as landscaping, carpentry, electrical, and plumbing.
2. Demonstrated knowledge and experience following building codes, safety regulations, policies and procedures.
3. Proficient in safely operating equipment, such as power tools.
4. Ability to follow manuals, blueprints, and other written instructions.
5. Effective oral and written communication skills.
6. Ability to prioritize tasks and manage time effectively.
7. Detail-oriented and able to troubleshoot and solve problems.
8. Demonstrated approach that is collaborative, respectful, and trauma informed.
9. Ability to handle the physical demands of the job, including standing, bending, pushing, pulling, climbing, and lifting at least 50 pounds.

**Additional Requirements**

1. Completion of clear Criminal Record Check.
2. Valid BC Driver's License and clear driver's abstract.
3. Access to reliable transportation.

**Reply to:** [hr@havensociety.com](mailto:hr@havensociety.com)**Date Posted:** January 22, 2025**Date Closing:** Open Until Filled

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