

JOB POSTING

Job Title:	Maintenance Worker	Status:	Permanent Full -Time
Program:	Property & Maintenance	Start Date:	ASAP
Location:	New Westminster	Rate Range:	\$27.74 - \$28.57
Hours:	40.00 hours/week	Posting #:	26-PM-005
Schedule:	Monday to Friday, 7:00am-3:30pm or 7:30am-4:00pm	Closing Date:	June 18, 2026

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting for a Full-Time Maintenance Worker. With our main office located on the unceded and traditional territories of the Coast Salish Peoples in what is now known as New Westminster, this is a meaningful opportunity to join our team and contribute to the safe and effective operation of our facilities.

Reporting to the Senior Manager, Property & Maintenance, the Maintenance Worker is responsible for performing a variety of maintenance, repair, custodial, and groundskeeping duties to ensure agency buildings, equipment, and surrounding property are clean, safe, functional, and well maintained. The incumbent performs routine inspections, preventative maintenance, minor repairs, cleaning, and facility upkeep, while assisting with building improvements, renovations, and the transportation of supplies and donations as required.

The Maintenance Worker applies basic maintenance and troubleshooting skills to building systems and equipment, identifies and reports maintenance concerns, and supports the overall operation of agency facilities. This position contributes to a safe, welcoming, and well-maintained environment for staff, residents, program participants, and visitors.

KEY RESPONSIBILITIES:

- Perform routine cleaning and custodial duties, including dusting, sweeping, mopping, vacuuming, and maintaining the cleanliness of program facilities and grounds.
- Carry out groundskeeping and yard maintenance activities, including lawn mowing, landscaping upkeep, debris removal, and seasonal maintenance.
- Conduct routine maintenance and minor repairs, including replacing light bulbs, repairing fixtures, and addressing general wear and tear.
- Inspect, monitor, and troubleshoot building equipment and systems, including ventilation, heating, plumbing, and electrical systems.
- Perform regular safety inspections and ensure the proper functioning of fire alarms, emergency lighting, and other safety systems.
- Assist with facility renovations, improvements, painting projects, and general maintenance activities in collaboration with contractors and other professionals.
- Pick up, transport, and deliver donations, supplies, furniture, equipment, and other program-related materials as required.
- Maintain tools, equipment, vehicles, and maintenance supplies in a safe and operational condition.

- Identify maintenance issues and promptly report concerns, hazards, or repair requirements to the supervisor.
- Maintain records related to maintenance activities, inspections, repairs, and inventory as required.
- Ensure compliance with organizational policies, workplace safety standards, and applicable regulations.
- Perform other related duties as assigned.

QUALIFICATIONS

- Completion of Grade 12, supplemented by vocational training in maintenance, building operations, trades, or a related field, or an equivalent combination of education and experience.
- Minimum four years of demonstrated experience in building maintenance, repairs, and preventative maintenance, custodial services, and facility operations.
- Proven experience performing routine cleaning, groundskeeping, painting, minor renovations, and general maintenance duties.
- Working knowledge of building systems, including HVAC, plumbing, electrical, ventilation, and safety systems.
- Experience inspecting, troubleshooting, maintaining, and repairing building equipment and systems.
- Experience using hand tools, power tools, maintenance equipment, and related machinery safely and effectively.
- Demonstrated ability to organize workload, prioritize tasks, and carry out maintenance responsibilities independently with minimal supervision.
- Ability to identify maintenance concerns, assess priorities, and take appropriate corrective action within scope of responsibility.
- Ability to work cooperatively and effectively with program staff, residents, contractors, service providers, and other stakeholders.
- Strong verbal communication, interpersonal, organizational, and problem-solving skills.
- Ability to maintain accurate records related to maintenance activities, inspections, repairs, and inventory.
- Knowledge of workplace safety practices, including the safe operation of tools and equipment and the handling of cleaning products, paint, and other maintenance materials.
- Physical ability to perform maintenance duties, including lifting, carrying, climbing ladders, bending, reaching, moving furniture and equipment, and working in various indoor and outdoor environments.
- Ability to safely operate agency vehicles, including a light truck or van.
- Ability to work in environments with exposure to dust, paint, cleaning products, grease, chemicals, outdoor weather conditions, and other factors associated with maintenance and facility operations.

Benefits:

- Opportunities to connect and engage through Society events and activities
- Access to a supportive Employee Assistance Program (EAP)
- Comprehensive extended health and dental coverage including vision care for you and your family
- Paid time-off to support rest, balance, and wellbeing.
- A secure future participation in the Municipal Pension Plan (MPP)

MANDATORY JOB REQUIREMENTS:

- Doctor's Note of fitness required.
- Valid Class 5 Driver's Licence with a satisfactory driving record.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified

individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to [hiring@efry.com](mailto: hiring@efry.com) with the subject line **26-PM-005 no later than June 18, 2026.**

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.