

JOB POSTING

Job Title:	Facilities and Maintenance Worker	Status:	Full time
Location:	Based out of Surrey and Burnaby	Hourly Rate:	\$26.60
Schedule:	40 hours/week	Posting #:	23-119
		Closing Date:	August 20, 2023

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 a Full Time, Facilities and Maintenance Worker. Reporting to the Facilities and Maintenance Manager, the focus is to provide maintenance support including minor repairs and perform 6S – sort, set in order, shine, standardize, sustain with safety to ensure the facilities are functional and tidy. Responsible for performing routine maintenance tasks in various fields such as carpentry, electrical, plumbing and among others. Engaging with Tenant Relations Manager and tenants, conducting daily maintenance checks, carrying out essential repairs and assisting with ground keeping and upkeep.

Coordinates with external contractors for facilities access and repairs. Assist the Facilities and Maintenance Manager with project coordination and general tasks as required.

KEY RESPONSIBILITIES:

- Perform ongoing scheduled maintenance of the facility and provide support on minor maintenance tasks such as replacing light bulbs, door lock/knob issues and minor plumbing issues.
- Respond to requests for the repair and takes corrective action including troubleshooting a wide variety of issues and ensuring timely communication with tenants regarding repairs and other work that may affect the facility.
- Inspects alarm, call, and security systems and logs information daily.
- Maintains scheduled certification for fire systems and complies with fire regulations.
- Assess situations and conditions of the facility for potential impact on operations and/or the health and safety of staff and/or tenants.
- Report situations that require the attention of senior management or the Facilities and Maintenance Manager.
- Inspects, on a regular and consistent basis, building interior and exterior, grounds and landscaping.
- Ensures that tenants, who may be experiencing challenges with their living situation, are made aware of the potential complexities regarding the resolution of issues and concerns; exercises diplomacy and professionalism in dealing with tenant issues and redirects unrelated concerns to the Program Supervisor.
- Keeps current and continually learns about changes to regulatory requirements, standards and codes, advances in technology, systems, and equipment through communicating with local suppliers, and adapting older systems to work with new components.
- Completes cyclical inspections of all tenant facilities including bedrooms, suites, and common areas

when they become vacant, prepares painting, cleaning, and repair lists; and takes action to ensure the residences are repaired and made ready for occupancy.

- Reviews weekly and monthly building reports, completes items identified and/or allocates work to appropriate resources.
- Provides regular activity reports to the Facilities and Maintenance Manager including information on trends, observations, ongoing or potential problems, and recommends solutions.
- Responds to minor clogged outside drains and interior plumbing and assists with snow removal and de-icing.
- Support necessary cleaning activities such as dusting, mopping, trash removal when needed.
- Ensures the safety of staff, residents, guests, and vendor personnel by ensuring all areas of the building and its exterior grounds are maintained in a safe condition.
- Maintain an inventory of tools and other supplies and record keeping.

QUALIFICATIONS:

- High school diploma or equivalent and a valid trades certificate is an asset.
- Two years general trades experience plus four years' experience in the building trades industry, preferably in a residential facility, including at least one year of experience in handling a variety of hands-on facilities repairs and maintenance.
- Skilled in minor painting, cleaning, organization, and general maintenance.
- Familiarity with basic hand and power tools.
- Knowledge of safety regulations.
- Ability to work effectively independently and without direction, but also to work collaboratively with others and as part of a team.
- Excellent interpersonal and conflict resolution skills.
- Excellent problem-solving skills and ability to work with minimal supervision.
- Physically capable and able to safely use ladders, lift, painting, clean, and move items.
- Basic computer proficiency skills.
- Ability to lift up to 30 lbs.

MANDATORY JOB REQUIREMENTS:

- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccinated status.
- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- Ability to obtain Enhanced Federal Reliability Status.
- Valid driver's license (Class 5) with a satisfactory driving record.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to hr@efry.com by no later than August 20, 2023, with the subject line FMW 23-119.

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