

Job Posting

#22.30 MAINTENANCE WORKER

919 Pandora Avenue and Housing Sites

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview:

To ensure the maintenance and cleanliness of our facilities, grounds, and equipment. To provide a clean and safe environment for all, by performing scheduled and unscheduled maintenance such as electrical, plumbing, painting, and grounds-keeping tasks, not requiring a ticketed tradesperson.

Duties and Responsibilities:

- Performs regular maintenance and required light repairs to structural, mechanical, plumbing, and electrical systems, not requiring a ticketed tradesperson.
- Monitors and carries out light preventative maintenance procedures and schedules for buildings, equipment, and grounds.
- Performs carpentry and room repairs, not requiring a ticketed tradesperson.
- Performs repairs, such as repairing furniture, as well as constructing shelves, installing switches, replacing plugs, applying paint and other finishes, repairing drywall, replacing sinks and toilets, and applying finishing material such as linoleum.
- 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.
- Develops a working knowledge of all site systems and equipment.
- Supports tradespersons onsite, as required.
- Responds to building emergencies, as needed, when required.
- Works cooperatively with other staff as well as works alone responsibly.
- Undertakes duties as assigned or emergency tasks (ex. Shoveling snow or power-washing).
- Maintains a professional yet compassionate relationship with community members.
- Works alongside and provides leadership, support and training to volunteers in their roles serving community members.

Qualifications:

- Variety of construction/mechanical skills and maintenance experience.
- Knowledge of building systems and safe operation of basic hand & power tools - comfortable and competent working with tools and equipment.
- Willingness to learn and participate in training.
- Ability to lift minimum 40 lbs.
- An understanding of, and comfortable in relating to the wide variety of people served by Our Place.
- Computer literacy required to utilize work order software.
- Ability to understand and carry out oral and written instructions.
- Willing to work a variety of shifts and have a commitment to work all shifts as scheduled.
- Responsible attitude towards work schedule.
- Ability to respond to multiple and concurrent tasks.
- Valid BC drivers' license is required.
- WHMIS certification is an asset.

Working Conditions:

Shifts: Full-time position (37.5 hours/week). Evening and weekend work will be required.

Compensation: \$23.46 to \$26.52 per hour

Benefits: Excellent employer paid benefit plan after 3 months of employment.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30pm Thursday, March 17, 2022 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #22.30 – Maintenance Worker" in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently abled, and LGBTQ2S communities.