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Hope and Belonging

Job Posting

#26.111 MAINTENANCE WORKER

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and 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.
- Establishes, monitors, and conducts preventative maintenance procedures and schedules for buildings, equipment, and grounds. Ensures building equipment meet all safety, security and fire regulations and policies. Makes recommendations for major repairs and purchases to supervisor.
- 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, applying paint and other finishes, repairing drywall, replacing sinks and toilets, and applying finishing material such as linoleum.
- Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste.
- Cleans external areas such as entranceways, sidewalks, and parking lots using manual and power equipment, rakes, shovels, and other equipment to remove dirt, leaves snow and other refuse.
- Completes and maintains related records such as maintenance logs and security incident reports.

- 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 family members and residents.

Skills and Abilities:

- Familiarity with building systems and ability to operate basic hand & power tools.
- 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 conduct oral and written instructions.
- Ability to prioritize daily maintenance tasks.
- Valid BC drivers' license is required.
- WHMIS certification is required.

Qualifications:

Education and Knowledge:

- Grade 10, plus related vocational training such as a building maintenance course.

Training and Experience:

- Two (2) years recent related experience or an equivalent combination of education, training, and experience.

Working Conditions

Shifts: Full time, 30 hours per week, Monday to Thursday, 8am to 4pm
Compensation: $27.53 to 31.57 per hour
Benefits: Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position requires union membership.

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How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3pm Thursday November 26, 2026, to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote "File #**26.111 – 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.