



**McLaren Housing**  
Society of British Columbia  
POSITIVE HOUSING FOR POSITIVE PEOPLE

*Howe Street is committed to providing housing and support services for individuals and families living with HIV/AIDS, and to increase the opportunity for improved health, wellness, independent living and sense of community.*

Job Title: Maintenance – Full Time - Temporary

Location: Howe and Helmcken Street

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### ***Job Summary***

The Building Maintenance Worker reports to the management team of McLaren Housing Society (MHS) or designate and works in accordance with the policies, procedures and philosophy of MHS. Duties include, preventative and corrective maintenance within MHS's housing developments and can include janitorial. Therefore ensuring that all buildings are maintained to prolong life expectancy of said buildings.

### ***Duties and Responsibilities:***

1. Perform a variety of duties under the direction of the Building Manager on an as needed basis.
2. Following through on McLaren's preventative maintenance plan duties, assessing and notifying the Management team of any preventative and remedial maintenance that will be required
3. Renovations and remodeling of buildings; repairs plaster and drywall; paints building structures, changes out electrical fixtures.
4. Ensure garbage is removed from the building in a timely manner, keep garbage area clean and clear and monitor disposal services and advise staff of any concerns.
5. Conduct move-in and move-out duties as directed and assist staff and residents to carry out bed bug protocol and additional preventative pest control measures as required.
6. Complete suite inspections and work with residents regarding cleanliness and maintenance of the building.
7. Undertake various cleaning duties to ensure cleanliness of the buildings including attention to walls, floors, laundry room, trash containers, basement, ground floor common and staff areas, and the outside area front and back. Methods used will be sweeping, vacuuming, washing, and mopping, disinfecting, power washing.

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Suite 200 – 649 Helmcken Street Vancouver BC V6B 5R1

t: 604-669-4090 f: 604-669-4092 e: admin@mclarenhousing.org w: [mclarenhousing.org](http://mclarenhousing.org)

Charitable Registration 10768 3328 RR0001

8. Maintains the exterior of the facilities and grounds by performing duties such as washing sidewalks, walls and windows, collecting litter and picking up leaves.
9. Monitor maintenance and cleaning supplies by placing orders with suppliers, receive orders, ensure delivery slips match the orders. Store, distribute and track supplies in the building.
10. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools
11. Responds to emergency maintenance requests as required.
12. Complete basic maintenance repairs such as replacing switch covers, replacing batteries, hinge adjustments, ensuring door alarms work, and testing systems.
13. Communicate with and encourage resident involvement in the building including attending scheduled resident meetings.
14. Attend on a regular basis monthly staff meetings, residents meetings and additional program meetings as directed.
15. Possess a valid First Aid Certificate and provide first aid to residents as needed.
16. Encourage and support residents to make healthy choices and practises.
17. Participates as a team member with other staff to ensure a safe and caring environment by performing duties such as responding to emergency issues, information sharing and supporting others respectfully within the parameters of the Personal Information and Privacy Act and related agency policy.
18. Complete and maintain related manual and computerized records and documentation. Provide support and direction to residents, volunteers and/or community placements assigned to work area by performing duties such as demonstrating tasks, monitoring work and assisting them when needed to complete functions, maintain work and attendance schedules.
19. Attend regular professional development courses and programs as directed by the management team

## *Qualifications:*

### *Education, Training and Experience*

- Grade 12 or equivalent, plus some training in a relevant trade
- Basic First Aid Training Certificate, W.H.I.M.I.S certificate,
- Plus (3) three to (5) five years of related experience in maintenance and repair of residential buildings and facilities and/or an equivalent combination of education, training, and experience.
- Eligibility to be bonded.
- Crisis Intervention Skills Training an asset.
- Prior experience with DDC and H.V.A.C. systems an asset

### *Skills and Abilities*

- Demonstrated experience working with powered hand tools
- Demonstrated ability to work independently.
- Demonstrated ability to communicate effectively both written and verbal.
- Demonstrated physical/mental ability to perform duties of the job and a willingness to work different shifts.
- Demonstrated ability to work in a fair, non-judgmental and respectful environment and to deal with others effectively.
- Demonstrated ability to operate related equipment.
- Demonstrated ability to organize oneself in the workplace and work effectively as a team member.
- Demonstrated ability to understand and maintain client/work boundaries
- Sound knowledge and proven track record in different aspects of renovation.
- Knowledgeable around Work Safe B.C safety protocol

Interested and suitably qualified applicants are invited to submit a cover letter and resume in Word or PDF format to [jobs@mclarenhousing.org](mailto:jobs@mclarenhousing.org) or by fax to 604-669-4092. Closing date is Friday May 18<sup>th</sup>, 2018 at 12 noon.

Thank you in advance for your interest but only those shortlisted for an interview will be contacted.

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