



McLaren Housing

Society of British Columbia

POSITIVE HOUSING FOR POSITIVE PEOPLE

McLaren Housing 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 a sense of community.

Job Title: Part-Time Maintenance Worker

Location: 1249 Howe Street & 649 Helmcken Street

Founded in 1987 McLaren Housing Society of B.C. was the first HIV/AIDS housing provider in Canada. From a private home offering accommodation to five people, the organization has expanded to provide various innovative affordable housing options and support services to more than 300 individuals and families in Vancouver and the Lower Mainland.

Job Summary

The Building Maintenance worker works by the policies, procedures and philosophy of MHS. Duties include preventative and corrective maintenance within HH, ensuring the building is maintained to prolong life expectancy of said buildings.

Duties and Responsibilities:

1. Perform a variety of duties under the direction of the Director of Finance and Strategy on an as-needed basis.
2. Following through on McLaren's preventative maintenance plan duties, assessing and notifying the Management team of any preventive and remedial maintenance that will be required
3. Renovation/remodeling of buildings; repairs plaster and drywall; painting, changing lighting from traditional to LED.
4. 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, fuses, minor appliances, cords, etc.) using appropriate hand, power, and specialty tools
5. Complete basic maintenance repairs such as replacing switch covers, replacing batteries, hinge adjustments, ensuring door alarms work, and testing systems.
6. Work with Housing Support staff doing yearly suite inspections, planning and executing repairs and upgrades needed to maintain apartments.
7. 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, maintaining work and attendance schedules.
8. Possess a valid Level 1 First Aid Certificate and provide first aid to residents as needed.

Suite 200 – 649 Helmcken Street Vancouver BC V6B 5R1

t: 604-669-4090 f: 604-669-4092 e: admin@mclarenhousing.org w: mclarenhousing.org

Charitable Registration 10768 3328 RR0001

9. Participate as a team member with other staff to ensure a safe and caring environment; information sharing and supporting others respectfully within the parameters of the Personal Information and Privacy Act and related agency policy.
10. Responds to emergency maintenance requests as required such as leaks, broken windows, or other maintenance request that needs immediate attention.
11. 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 specific trade would be an asset
- Level 1 First Aid Training Certificate, W.H.I.M.A.S certificate.
- Plus, two (2) years of related experience in maintenance and repair of residential buildings and facility's equivalent combination of education, training, and experience.
- A valid, clear Criminal Record Check will be required
- Crisis Intervention Skills Training an asset.

Skills and Abilities

- Demonstrated experience working with powered hand tools
- Demonstrated ability to work independently.
- Sound knowledge and proven track record in different aspects of renovation will be an asset.
- Demonstrated ability to operate necessary equipment. Including skill saw, hand and power tools, Medeco locks replacement.
- Demonstrated ability to communicate effectively both written and verbal.
- Demonstrated ability to work in a fair, non-judgmental and respectful environment and to deal with others effectively.
- Demonstrated ability to organize oneself in the workplace and work effectively as a team member.
- Demonstrated ability to understand and maintain client/work boundaries
- Knowledgeable around Work Safe B.C safety protocol

Job Types: Part-time, Permanent

Salary: \$26.00 per hour

Benefits:

- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Paid time off
- RRSP match

Interested and suitably qualified applicants are invited to submit a **cover letter and resume in Word or PDF format to: job@mclarenhousing.org** or by fax to 604-669-4092.

Closing date is Friday, March 23rd at noon.

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

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