



## McLaren Housing Society of British Columbia

POSITIVE HOUSING FOR POSITIVE PEOPLE

**Job Title:** Maintenance Manager

**Location:** Downtown Vancouver

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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 a variety of innovative, affordable housing options and support services to more than 300 individuals and families in Vancouver and the Lower Mainland.

### Job Summary

Reporting to the Executive Director or their designate, the Maintenance Manager at McLaren Housing Society (MHS) operates in alignment with MHS policies, procedures, and philosophy. This role is hands-on, encompassing comprehensive oversight of MHS maintenance operations, including mechanical, ventilation, plumbing, heating, cooling, fire safety/suppression, and electrical systems. The Maintenance Manager directly manages and supervises maintenance and repair activities for two buildings within the MHS portfolio, as well as equipment upkeep and the maintenance of building and grounds cleanliness. Additionally, the Maintenance Manager oversees the procurement of service contracts under the supervision of the Executive Director.

### Duties and Responsibilities:

1. Manage MHS preventative maintenance plan, assessing and notifying the Executive Director of any preventive and remedial maintenance required. Conduct regular inspections of the facilities to detect and proactively resolve problems
2. Assess, plan and assist with the renovation/remodelling of buildings; repair plaster and drywall; paint building structures; and change out electrical fixtures.
3. Provide support and direction to Maintenance Workers and contractors by demonstrating tasks, monitoring work, providing feedback, assisting as needed to complete functions, and maintaining work and attendance schedules.
4. Respond to and complete work orders at both MHS sites; document and track all work in the database and communicate effectively with staff and residents while ensuring compliance with Residential Tenancy Act (RTA) policies.
5. Perform minor electrical maintenance, including 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
6. Respond to Emergency maintenance calls for both buildings under the MHS portfolio.
7. Complete basic maintenance repairs, including replacing batteries, hinge adjustments, ensuring door alarms work, and testing systems. Test smoke alarms yearly.

8. Document and maintain a manual for regular maintenance of building and computerized records, including monitoring the Direct Digital Control System.
9. Keep a current list of Contractors; schedule contractors as needed, ensuring work is completed correctly and in a timely manner.
10. Assist staff in completing suite inspections and work with residents regarding cleanliness and maintenance of the building.
11. Complete Move-in / Move-out inspections.
12. Supervise and carry out bed bug protocol and additional preventative pest control measures as required.
13. Develop and maintain a comprehensive vendor list to ensure competitive pricing and cost-effective procurement of maintenance supplies for both common areas and individual units.
14. Order and pick up supplies from various vendors including lighting products, tools, plumbing and electrical parts.
15. Maintain all equipment to ensure safe and effective equipment operation
16. Organize and maintain all building manuals and As-built plans.
17. Troubleshoot Tenant Door FOB readers and thermostats and replace if required.
18. Participate as a team member with other staff to ensure a safe and caring environment by responding to emergency issues, information sharing, and supporting others respectfully within the parameters of the Personal Information and Privacy Act and related agency policy.
19. Attend regular professional development courses and programs as directed by the management team
20. Responds to emergency maintenance requests as required.
21. Maintain a clean and safe workshop. Maintain all power and shop tools.

**Additional Duties:**

1. Undertake various cleaning duties to ensure the 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 include sweeping, vacuuming, washing, mopping, disinfecting, and power washing.
2. Ensure garbage is removed from the building promptly, keep the garbage area clean and clear, monitor disposal services, and advise staff of any concerns.

**Qualifications:**

**Education, Training, and Experience**

- Grade 12 or equivalent, plus training in a specific trade or a trade school Certificate.
- Two (2) years of related experience in maintenance and repair of residential buildings and the facility's equivalent combination of education, training, and experience.
- Current Criminal Records Check and First Aid, Level 1, FoodSafe & WHMIS training are minimum requirements (willingness to complete these within 2 months is acceptable)

- A Valid Driver's license and access to a reliable vehicle are required.
- Trane Certified for Trane DDC is considered an asset.
- Carpentry training is considered an asset
- Crisis Intervention Skills Training is an asset.

**Skills and Abilities**

- Sound knowledge and a proven track record in all aspects of general maintenance.
- Supervisory experience, organizing and scheduling maintenance workers and contractors.
- Demonstrated experience working with power and hand tools, operating necessary equipment safely.
- Knowledge of WorkSafe BC safety protocols and a commitment to safety in the workplace.
- Excellent communication skills, both verbal and written; understand and maintain professional resident/work boundaries.
- Work effectively in a fair, non-judgmental, and respectful environment and respectfully deal with others.
- Proven track record of taking initiative and making well-informed, effective decisions.
- Well organized and efficient; complete assigned tasks promptly.
- Work independently as well as an effective team member.

**Salary Range: \$65,000 - \$75,000**