



## **POSTING (BCGEU)**

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**JOB TITLE:** Maintenance Worker  
**STATUS:** Permanent Full-time  
**AREA OF WORK:** Across all sites.  
**HOURS OF WORK:** 9AM-5PM  
**DAYS OF WORK:** Monday-Friday  
**GRID LEVEL:** 10 – JJEP Wage Grid

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### Job Summary:

Provides maintenance repairs to all Community Builders Housing and Shelter Sites.

### **Functions & Responsibilities**

1. Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment and grounds. Ensures building and equipment meet all safety, security and fire regulations and policies. Makes recommendations for major repairs and purchases to the supervisor.
2. 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, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material such as linoleum.
3. Monitors work performed by contractors, prepares estimates of labor and material costs, contacts external contractors and tradespeople to obtain quotes and arranges for major repairs and maintenance work.
4. Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste.
5. Cleans external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.

6. Completes and maintains related records such as maintenance logs and security incident reports.
7. 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.
8. Performs other related duties as required.

**Education, Training & Experience**

- Grade 10, plus at least one related vocational training such as a building maintenance course or certificate
- Two (2) years recent related experience. Or an equivalent combination of education, training and experience.

APPLY BY: February 16, 2023 by 4pm

APPLY TO: [hr@communitybuilders.ca](mailto:hr@communitybuilders.ca)

**SUCCESSFUL APPLICANT:** \_\_\_\_\_

**INITIALS:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This position is open to all qualified individuals and requires membership in the Union. The successful applicant is not required to operate their own vehicle for performing the duties of the position.**