

# POSTING

## BUILDING MANAGER (RESIDENT/LIVE IN)

Permanent Full-time (35 hours per week)

### Ted Kuhn Towers

---

The Building Manager works with Building Maintenance/Janitorial workers and Building Attendants in the upkeep, repair and renovation of Ted Kuhn Towers as necessary.

The Building Manager will also support Tenant Support Workers in providing services of support to our tenants, with regards to health issues by performing duties such as checking rooms, observes tenants and their environments to ensure the safety of people and the premises by performing duties such as reporting unsafe conditions, incidents and/or behaviours.

#### KEY DUTIES AND RESPONSIBILITIES

- Performs administrative functions related to property management and landlord/tenant relations.
- Cleaning vacated suites for new tenants.
- Coordinating or performing all building repairs and maintenance including HVAC, plumbing, electrical work, boiler repair, dry-walling, painting, shelving and furniture repairs, window repairs, pressure washing, bed bugs protocol, snow removal and seasonal decoration.
- Maintains manual and computerized records.

#### QUALIFICATIONS

##### Education, Training, and Experience

- Grade 12 and Building Manager (Residential) Certificate or Building Service Worker Certificate.
- Experience working or volunteering with mental illness/addiction/homelessness.
- Valid B.C Driver's licence and possess a vehicle for work related duties.
- WHMIS and First Aid Certificates.

**Job Skills and Abilities:**

- Ability to operate related equipment.
- Strong interpersonal and communication skills; including sensitivity to diverse backgrounds.
- Ability to work with a variety of tenants. Demonstrates understanding of oppression and marginalization as related to homeless individuals.
- Able to enforce Ted Kuhn Towers housing and tenancy requirements in a sensitive manner, in consultation with Tenant Support Workers.
- Physical ability to carry out the work including: perform heavy cleaning duties as stripping, sealing, waxing and buffing floors.
- Ability to identify an emergency and respond appropriately.
- Crisis Line experience an asset.

\* An eligibility list will be maintained for up to 6 months.

**WAGE INFORMATION:**                      \$22.47/hour

**CLOSING DATE:**                              September 6, 2017

**PLEASE APPLY WITH  
COVER LETTER & RESUME TO:** [tk.employment@options.bc.ca](mailto:tk.employment@options.bc.ca)

**No phone calls please.**

**Please include a cover letter clearly indicating the posting number A20969 and outlining your qualifications and related experience for the position.**