# Housing Maintenance Technician

**Closing date:** January 28, 2022  
**URL:** [https://successbc.ca/jobs/12250-maintenance-technician/](https://successbc.ca/jobs/12250-maintenance-technician/)

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Permanent Full-Time</th>
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</thead>
<tbody>
<tr>
<td>Code</td>
<td>12250</td>
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<tr>
<td>Salary</td>
<td>$22.00</td>
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<tr>
<td>Hours</td>
<td>35 hours per week</td>
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<tr>
<td>Job Number</td>
<td>12250</td>
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<tr>
<td>Location</td>
<td>Vancouver</td>
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<tr>
<td>Reports To</td>
<td>Housing Manager</td>
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</tbody>
</table>

**Division:** Housing Department  
**Program:** Dogwood Gardens  
**Number of Positions:** 1  

**About the Position:**  
The Maintenance Technician performs building maintenance services within a portfolio of mixed commercial and residential properties in a non-smoking environment. This position is responsible for conducting general maintenance and repair duties including electrical, plumbing, carpentry, and other related general repair or preventative maintenance activities.  

**Reports to:** Housing Manager  

**Key Duties & Responsibilities:**  
- Maintains the tools and parts inventory  
- Ensures the maintenance area is clean and organized  
- Performs a variety of cleaning and maintenance tasks in and around the facilities  
- Conducts repairs and renovation works as necessary before and after tenant move in/move out  
- Repairs and maintains common areas and equipment  
- Monitors garbage removal and recycling activities  
- Assists the housing team in maintaining functional operation of the building systems
S.U.C.C.E.S.S.

- Identifies and coordinates with the direct manager on repairs and maintenance of common areas
- Delivers roof maintenance work including checking and cleaning of drains and gutters
- Supervises outside tradespeople for scheduled maintenance and repairs and assesses quality of work for acceptance recommendation purposes
- Carries out unit and property inspections as assigned and completes required reports
- Carries out equipment inspections and services as assigned, and attests to results in the prescribed reporting formats
- Delivers and displays building management notices as required
- Maintains daily records, logs, proper documentation of tasks accomplished, and software entries
- Responds to tenant’s maintenance work requests and building emergencies which may occur during or beyond regular hours
- Manages elevator preparation for deliveries and Move ins/Move outs
- Performs weekly security rounds of the building and maintenance inspections of common property and common area equipment
- Supervises and maintains building and parking lot access to standards set by Management
- Ensures all building maintenance work performed is in adherence to all building codes, WorkSafe BC regulations, and organizational policies and procedures
- Other related duties as instructed by the Housing Manager

Qualifications & Experience:

- A Building Service Worker Certificate from a recognized institution
- Minimum of 5 years’ related work experience
- Experience in basic carpentry, plumbing, drywall repairs, painting and electrical work
- Knowledge of residential building construction techniques and practices
- Knowledge of maintenance and renovation methods, materials, and equipment
- Knowledge of mechanical and electrical building systems is an asset (e.g. DDC security, HVAC)
- Knowledge of the Residential Tenancy Act and safe work practices
- Knowledge of professional boundaries relating to tenancy, privacy and access to personal information
- Knowledge of YARDI is an asset

Job Skills & Abilities:

- Excellent written and oral communication skills
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- Second language knowledge is an asset
- Excellent customer service skills
- Ability to use MS Office suite
- Ability to handle physical work such as lifting and maintenance activities
- Ability to work independently and as a part of a team

Other Requirements:

- Criminal Record Check Required
- Able to work on weekends and evenings as required
- Able to travel to different locations within Greater Vancouver as required

S.U.C.C.E.S.S. embraces diversity and encourages all qualified applicants to apply. Interested candidates please apply by emailing your application including the following e-mail subject line “Housing Maintenance Technician” by 5:00 pm January 28, 2022 and submitting resumes to: ahmed.omran@success.bc.ca

While we appreciate all applications, only those selected for an interview will be contacted.