

Maintenance Custodian - Lejeune Manor

Lejeune Housing Society is seeking applications from qualified individuals for a permanent part-time position as Maintenance Custodian at Lejeune Manor.

Lejeune Housing Society (LHS) is registered in British Columbia and provides affordable housing as a not-for-profit organization. Lejeune Manor is a 39-unit rental apartment in Kamloops providing affordable quality housing for independent living of persons aged 55 and over. LHS developed Lejeune Manor in 1982 in partnership with BC Housing and currently operates the Manor independently.

As an employee of LHS, the Maintenance Custodian will work under the direction of and be responsible to the Manager of Lejeune Manor (the Manager). The Maintenance Custodian will undertake and effectively perform the following general activities:

- Maintain the cleanliness, general repair and safety of interior and exterior common areas of the Manor building and grounds
- Undertake condition assessment, maintenance and minor repair within rental units at each change of tenancy
- Undertake minor repairs within rental units as required and approved
- Respond to and assist with emergency call-outs for maintenance and repair or security issues, as and when required
- Maintain an activity log book and report observed or apparent issues with the condition of building structure, finishes, furnishings, mechanical and electrical equipment and safety systems to the Manager
- Perform operational checks for fire and safety systems
- Identify and implement occupational safety requirements in relation to personal and public safety, property protection, work procedures, selection and handling of tools, cleaning product, materials and others areas related job safety
- Ensure adequate and timely availability of necessary products and materials to be obtained by the Manager
- Treat residents of the Manor with respect

The position will be of interest to those with the following qualifications:

- Considerable practical experience, skill and knowledge related to methods, materials, tools and equipment used in custodial and general maintenance work for multi-unit residential or commercial buildings
- Ability to work independently to manage and execute activities according to prescribed schedules or as required
- Ability to be proactive and work efficiently to deliver consistently good quality and timely completion of work
- Knowledge of and ability to perform minor repair to interior finishes, millwork, plumbing and electrical works
- Knowledge of and commitment to adhere to occupational health and safety requirements including WHMIS
- Ability to lift 50 pounds and to move or assist with moving residential appliances
- Ability to work cooperatively and collaboratively with others including building manager and tenants

The successful applicant will have reliable transportation, have a BC Driver's License (Class 5), provide proof of COVID double vaccination, be a non-smoker and provide a criminal record check. Completion of WHMIS training will be an asset.

This position will normally be 4 hours per day on weekdays to a total of 20 hours per week. Compensation will be paid at an hourly wage to be negotiated plus basic benefits.

Complete applications should include a covering letter and resume and be submitted by email to admin@lhsbc.ca prior to 12:00pm (noon) on Friday November 19, 2021 to be considered. Only short-listed applicants may be contacted for additional information, submission of references and interviews.