



Kamloops and District Elizabeth Fry Society

#702 - 235 1st Ave, Kamloops, BC V2C 3J4 PH. 250-374-2119 - TF. 1-877-374-2119
www.kamloopsefry.com admin@kamloopsefry.com

"We envision a community founded on equality and justice."

Job Posting

Position Title Building Maintenance Worker	Competition No. 2021.14
Department Housing	Wage \$21.63
Primary Location Various EFry Housing locations in Kamloops	Employee Group Union
Weekly Shift Schedule 35 Hours, Monday-Friday, 8:30-4:00, 30-Min. Lunch	Position Status Full-Time

Job Description

At Elizabeth Fry, we are passionate about the cause and the people we serve in our community. A Building Maintenance Worker is the supportive force behind both, and we are currently seeking someone exceptional to take the helm. The ideal person for the job will be a problem solver with maintenance troubleshooting skills and impeccable care for cleanliness.

Objectives of this Role

- Create a clean and safe living environment for our clients living in our housing complexes.
- Ensure optimal operation of maintenance equipment, supplies, and inventories with preventive measures.
- Represent our society with a Trauma-Informed lens to the day-to-day work.

Essential Duties and Responsibilities

- Cleans the interior of the Society's residential buildings following the weekly schedule provided.
- 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 basic gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.
- Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste.
- 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 supervisor.
- Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as
 - repairing furniture,
 - constructing shelves,
 - assessing leaks and unplugging sinks and toilets,
 - installing switches,



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- 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.
- Monitors work performed by contractors, prepares estimates of labour and material costs, contacts external contractors and trades people to obtain quotes and arranges for major repairs and maintenance work.
 - Completes and maintains related records such as maintenance logs and security incident reports.
 - 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.
 - Reports regularly to the Housing Manager, work with direction from the Maintenance Coordinator and liaise with the Society staff on matters affecting the upkeep of the properties.
 - Addresses any emergency tenant concerns and refer to Maintenance Coordinator or Housing Manager as appropriate.

Skills and Qualifications

- Clear understandable written and oral communication skills
- Knowledge of WHMIS principles
- Good understanding of safety protocols
- Ability to:
 - Select and use appropriate equipment and cleaning tools
 - Troubleshoot maintenance problems
 - Identify an emergency and respond appropriately
 - Communicate with a variety of individuals and groups including tenants, associations and health services
 - Provide services to individuals from diverse backgrounds in a sensitive and reasonable manner
 - Work calmly in a crisis
 - Work cooperatively with staff and contractors
 - Plan, organize and manage work with minimal supervision
 - Use technological tools such as email, Microsoft Office programs, messaging programs, etc.

Education and Experience

- Grade 10 and 6-month course in relating vocational training such as a building maintenance course.
- One year of related recent experience
- Or equivalent combination of education, training and experience



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Additional Information

- Must be physically capable of using the necessary tools and equipment.
- Travel between worksites is required.
- A valid Driver's License and access to a vehicle is required
- A criminal record check and search under the Criminal Record Review Act is required
- The candidate will be reimbursed for any criminal record check expense upon starting employment.
- This job is a union position and union fees will be deducted from your salary accordingly.

About Us

The Kamloops & District Elizabeth Fry Society is a non-profit society providing services to people who are, or could be, criminalized, with an emphasis on the needs of women and families. The society provides education, advocacy, capacity building and safe, secure, affordable housing within an environment of respect for each person's right to self-determination and freedom from discrimination. Established in 1984, the Society is a member of the Canadian Association of Elizabeth Fry Societies. Staff, volunteers, and the board of directors are committed to compassionate program delivery with community collaboration and respect for diversity. The Elizabeth Fry Society, with skilled and motivated staff and volunteers, provides a fair and equitable work environment focused on health, mutual respect and teamwork.

- This position is open to applicants of all genders, races, cultural and ethnic backgrounds, religions and beliefs.
- Kamloops and District Elizabeth Fry Society is committed to being an equal opportunity employer and having an employee group that reflects the cultural diversity in the community.
- To apply for this position please submit your resume and cover letter to the address below.
- Only qualified applicants will be invited to an interview.

Reply to: Kamloops and District Elizabeth Fry Society
Human Resources Office
702-235 1st Avenue, Kamloops, BC V2C 3J4

Date Posted:
September 9, 2021

Email: deniz@kamloopsefry.com

Closing Date:
Until hire



Each applicant is responsible for ensuring that the Human Resources Department receives their application by 4:00 p.m. on the closing date.