

The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Property Maintenance Worker

Classification: Materials Management 3
Matched to Benchmarks: 80603, 80602, 80400, and 80410
Status: Regular, Part-Time (0.8 FTE)
Hours of work: 8:30 am to 4:30 pm, Tuesday to Friday.
Salary Range (April 2018 rates): \$21.94 to \$23.80 Hourly
Pay Grade: 10
Employee Group: BCGEU
Available Date: July 27, 2018

Job Summary

The Building Maintenance Worker is responsible for the building and property maintenance, materials management and administrative duties to support the building management functions. Performs duties such as meeting with departments to identify material and supply requirements, contacting suppliers, performing maintenance and repairs related to the building, outdoor areas and equipment by using electrical, mechanical, plumbing, painting and carpentry skills. Performs administrative tasks to support property maintenance duties.

Responsibilities

- Performs materials management duties such as meeting with departments to identify material, equipment, appliance parts and supply requirements such as maintenance and housekeeping supplies. Contacts suppliers to determine availability and negotiate prices, and preparing and forwarding purchase orders in accordance with policy. Receives supplies and corrects pricing and codes invoices. Stores and distributes supplies.
- Performs weekly and monthly job costing analysis using Excel to Finance Departments for month and year end cycles.
- Contacts suppliers and investigates and resolves discrepancies and problems such as incorrect invoices, outstanding and back ordered items, duplicate shipments and damaged goods.
- Performs inventory management duties such as inventory records, forecasting usage of items, assisting in establishing reorder points, following up on inventory shortages and arranging for disposal of outdated, obsolete and damaged inventory. Stores and disposes of controlled goods and hazardous materials in accordance with relevant regulations.
- Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves, installing switches, replacing electrical plugs and other basis appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing plumbing and lighting fixtures.
- Contacts external contractors and tradespeople to obtain quotes and arranges for major repairs, eg. electricians and plumbers, and maintenance work. Collects estimates of labour and material costs for review by supervisor and monitors work performed by contractors.
- Establishes, monitors and carries out preventative maintenance procedures and schedules for building, equipment, and outdoor areas. Maintains records of all maintenance performed in-house or by external contractors. Inspects and monitors building and equipment to identify and manage any security, safety and fire regulations and policy deficiencies and takes appropriate action to correct. Makes recommendations regarding property maintenance budget for major repairs and purchases to Supervisor. Monitors expenditures for property maintenance budget.
- Repairs and maintains therapeutic equipment, such as, corner seats, bicycles, under the direction of the Occupational Therapist for clients/families using Centre equipment/tools.
- Transports equipment, furniture, and supplies manually and/or using aides such as dollies and carts. Arranges furniture for meetings and special events. Assists staff with loading and unloading of equipment as requested.
- Removes garbage and recyclable materials. Cleans external areas such as entranceways, sidewalks, parkade, using manual brooms, rakes, shovels, and other equipment to remove dirt, leaves, snow and other refuse. Applies products to melt ice/snow to external entranceways during winter season, as needed.
- Prepares manuals and documentations for all equipment and procedures. Provides orientation, building walk-through and in-service training and demonstration on safety regulations, fire drills and security alarm.
- Performs emergency janitorial duties as required, such as plugged toilets, spills, etc.

Responsibilities (cont.)

- Maintains security of the property by performing duties such as patrolling buildings, parking lot and outdoor areas, checking that doors and windows in common areas are secure, escorting unwelcome visitors out of the building, testing safety equipment, directing fire drills and obtaining appropriate services in emergencies.
- Completes and maintains related records and documentation such as supply and equipment catalogues, logs of transactions with suppliers, maintenance logs, security incident reports, annual inspection of equipment and general preventative maintenance.
- Provides information as requested to OH&S Committee and oversees WHMIS program.
- Provides information to Supervisor to prepare budgets and develop short and long-term plans as necessary for facility modifications, outdoor areas and parking lot.
- Provides information to Accreditation Coordinator to ensure Building and Safety Accreditation standards are met.
- Performs other duties as required.

Qualifications

Education and Experience

- Grade 12 graduation, supplemented with courses in purchasing and property management.
- Current WHMIS certification
- Three years of recent experience (including electrical, mechanical, plumbing, painting and carpentry skills) or an equivalent combination of education, training, and experience determined to be reasonable and relevant to the level of work required.

Skills and Abilities

- Proficient working knowledge of Microsoft Office (ie Word and Excel).
- Knowledge of building ticketing system (Track-IT).
- Knowledge of property maintenance and equipment requirements.
- Knowledge of storage methods and procedures.
- Knowledge of HVAC systems.
- Class 5 Driver's license and access to a vehicle.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work independently and as a member of a team.
- Ability to plan, organize and prioritize.
- Ability to operate related equipment.
- Physical ability to carry out duties of position.

Application Information: To apply, send a cover letter and résumé by fax or email as follows:

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Closing Date: August 3, 2018 at 12 p.m.

*We are committed to enhancing our diverse workforce.
We thank you for your interest and advise that only those shortlisted will be contacted.*