

BUILDING MAINTENANCE WORKER - RESIDENTIAL

THE ORGANIZATION - COMMITTED TO SERVING SENIORS AND FAMILIES

Kiwanis North Shore Housing Society (KNSHS) provides and operates non-profit, residential accommodations. With a 75-year history of service on the North Shore, KNSHS is now the primary provider of below market independent seniors' rental housing in both North and West Vancouver. We currently serve independent senior citizens of low or moderate income with below market rental housing. We own and operate 634 apartments in 7 buildings in West and North Vancouver and developing a new building with additional 106 units in Lynn Valley.

At Kiwanis, we believe that a diversity of people builds a vibrant, healthy, and safe community where residents are proud to live. If you are passionate about providing affordable, secure, and inclusive housing, we invite you to join our team. You will become part of a collaborative workplace where you can succeed and experience the satisfaction of knowing you have helped.

POSITION SUMMARY

This position is responsible for overseeing all aspects of daily property operations such as performing minor maintenance and repair duties, coordination and supervision of common area cleaning and contractor work. This position performs a range of inspections, liaises with authorities on issues such as permits and licences and reports on deficiencies that require repairs or maintenance. The Building Supervisor establishes good working relationships with residents and within the Kiwanis team to support in the delivery of our mission.

KEY AREAS OF RESPONSIBILITY

Building Operations

- Assists the Facility Manager in all aspects of building operations, performs move-in and move-out procedures and carries out preventative maintenance tasks as assigned. Issues purchase orders and coordinates trades for repair and maintenance.

Safety

- Assists with all aspects of daily building operations to ensure a safe and healthy environment for staff and tenants.

Resident Relationships

- Establishes good working relationships with residents to support successful tenancies, responds to resident requests and emergencies and communicates tenant concerns to the Property Manager.

Monitoring and Reporting

- Monitors building systems to ensure proper function of vital equipment and services. Keeps logs and reports all major issues, deficiencies, and incidents in a timely manner.

CANDIDATE PROFILE

Qualifications

- A minimum of 2 years building manager/supervisor experience for residential rental properties with at least 50 units
- Building Worker Certificate preferred
- Basic knowledge of building/electrical/mechanical systems
- Excellent organizational, prioritization and problem-solving skills
- Effective verbal and written communication skills in English, good listening interpersonal, and customer service skills
- Basic computer skills in MS Office and ability to learn a property management software
- Familiar with the BC Residential Tenancy Act and related legislation an asset
- This position is required to travel between sites. A valid Class 5 driver's license and access to a reliable vehicle will be required

Please note that the successful applicant is subject to a satisfactory criminal record search.

Shifts/Hours

Fulltime Position - Monday to Friday – Some on-call will be required

Other Information

Kiwanis offers a competitive salary and benefit package which includes paid sick leave, extended health care, dental and vision care, Employee & Family Assistance Program and group life insurance. Salary range \$52,000 – \$60,000 commensurate with experience.

HOW TO APPLY

If you are interested in this challenge, please send your cover letter and resume to HR@kiwanisnorthshoring.org with the subject line "Building Maintenance Worker Position".

Position Start Date: As soon as possible