



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

MAINTENANCE SERVICES CONTRACTOR External Job Posting

South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the x^wməθkwəy̓əm (Musqueam), Skwxwú 7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

South Vancouver Neighbourhood House is looking for an experienced Maintenance Services Contractor to assist with various maintenance tasks for approximately 20 hours per month.

Responsibilities: The Property Maintenance Contractor will play a crucial role in ensuring the smooth operation of our facilities, by fulfilling a variety of general maintenance duties. You will mostly work independently, reporting to and under guidance of the South Vancouver Neighbourhood House Facilities Manager.

Services to be provided by the Maintenance Services Contractor include:

- Perform basic tasks such as painting, drywall repairs, lighting repairs, ceiling tile replacements, and minor repairs to plumbing, electrical, and safety systems.
- Pressure-wash sidewalks, rooftop decks, and other outdoor areas; conduct window-washing and address general maintenance repairs.
- Conduct routine inspections of premises and equipment.
- Detect major maintenance repair needs and promptly report to SVNH Facilities Manager.
- Undertake regular preventative measures to maintain facilities, equipment, and appliances.
- Regularly check community spaces for issues related to litter, graffiti, mechanical failures, or breakdowns.
- Keep sidewalks, exterior walls, windows, and rooftops clean and well-maintained (for example, remove leaves in autumn, snow in winter).
- Provide advice to management on facility and equipment maintenance.
- Maintain accurate records of work orders (received, in-progress, and completed).
- Adhere to safety guidelines and regulations and use personal protective equipment to ensure a safe working environment; prioritize safety when working in areas accessible to the public, members, and employees.
- Respond to maintenance requests as promptly as possible during regular business hours.
- In all interactions with SVNH staff, employees, volunteers, and members, and with the broader community on behalf of SVNH, adhere to and demonstrate our core values of anti-racism, diversity, and inclusion.

Qualifications:

- Minimum of two years' experience in maintenance and repair work
- Strong and demonstrated maintenance and repair problem-solving skills
- Ability to respond to occasional after-hours calls (e.g. for snow removal)
- Knowledge of safety protocols in maintenance and repair work
- Reliable and professional demeanor
- Understand and support the mission of SVNH
- A clear criminal record check

- Valid driver's licence and clean driver's abstract
- Certification in handling of hazardous materials (e.g. WHMIS)
- Training or certification in First Aid, safe workplace procedures is an asset
- Experience with spreadsheet programs (e.g. Excel, LibreOffice Calc) or computerized maintenance management systems is an asset
- The contractor is expected to be properly insured for public liability.

Compensation: Our contractor rate is \$30-35 per hour. Please note that external contractors are not eligible for employee benefits.

Job Start Date: As soon as possible after the closing date.

To apply: Please send cover letter and resume by email with subject heading *Maintenance Services Contractor* to: careers@southvan.org or by mail to Hector Baltazar, Facilities Manager, South Vancouver Neighbourhood House, 6470 Victoria Drive, Vancouver BC V5P 3X7. Closing date for this posting is March 25, 2024.

We appreciate all applications for this position; however, only qualified applicants selected for an interview will be contacted. No phone calls please.

Building Better Neighbourhoods Together Since 1977

