

# WOODLAND PARK HOUSING CO-OPERATIVE

#1, 1692 Silverwood Crescent  
Castlegar, BC. V1N 2M1  
Phone: (250) 365-2677

www.WoodlandCoop.ca | Info@WoodlandCoop.ca



## MAINTENANCE PERSON

**BASIS: Full-time, Permanent**

**WAGE: To be determined**

The Woodland Park Housing Co-Operative is seeking a full-time Maintenance Person. Reporting to the Board of Directors, the Maintenance Person assists with routine maintenance.

### Job Description:

- Coordinate the preparation of housing units prior to the arrival of new members by identifying and performing required repairs such as painting, drywall, flooring, and other minor fixes
- Maintain inventory of supplies and equipment and make minor purchases as required
- Performing preventative maintenance
- Maintains external areas such as walkways, lawns, and parking lots
- Receives and responds to unit maintenance requests
- Coordinates work with contractors
- Provide general assistance to skilled trades persons such as mechanics, electricians, carpenters, plumbers and irrigation specialists
- Transport equipment and supplies manually and/or using aides such as dollies and carts. Must be able to lift 50lbs continually throughout the day.
- Schedules annual furnace and fire extinguisher inspections
- Schedules annual gutter cleaning
- Performs maintenance and minor repairs to landscaping
- Responsible for snow plowing and sanding co-op roads
- Minor maintenance of all equipment such as lawn mowers and tractor
- Completes and submits related records and documentation such as maintenance logs and daily timesheets
- Ability to fix and replace toilets and maintain common shower and bathtub controls
- Prepare materials and tools for spring and fall clean-ups

### Education and Experience:

- High School Diploma or equivalent

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- 5 years' recent, related experience or an equivalent combination of education, training, and experience
  - Class 5 Driver's Licence
  - Skilled in the use of hand and power tools such as hammers, hoists, saws, drills and wrenches
  - Strong organizational and time management skills
  - Ability to maintain focus while working individually
  - WHIMIS Training
  - Proficient computer skills are essential

Qualified applicants are invited to submit their detailed resume via email by 2:00pm on April 25, 2024 to [info@woodlandparkcoop.ca](mailto:info@woodlandparkcoop.ca) with the subject line Maintenance Worker.