

WOODLAND PARK HOUSING CO-OPERATIVE

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



MAINTENANCE PERSON

BASIS: Full-time, Permanent

WAGE: \$26-\$30/hr

The Woodland Park Housing Co-Operative is seeking a full-time Maintenance Person. Reporting to the Board of Directors, the Maintenance Person is responsible for overall maintenance of the units at the Woodland Park Housing Co-op.

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
- Performs maintenance and minor upgrades to landscaping
- Maintain external areas such as walkways, lawns, and parking lots
- Respond to member maintenance requests
- Contacts external contractors to obtain quotes for labour and materials as required
- 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
- Annual maintenance items
- Snow plowing, sanding roads
- Minor maintenance and servicing of all equipment such as lawn mowers and tractor
- Completes and submits documentation such as maintenance logs and daily timesheets
- Ability to fix and replace toilets and maintain common shower and bathtub controls

Education and Experience:

- High School Diploma or equivalent
- 5 years' 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 follow up skills
- Ability to maintain focus while working individually
- Strong time management skills
- WHIMIS Training
- Proficient computer skills are essential

Qualified applicants are invited to submit their detailed resume to info@woodlandparkcoop.ca with the subject line Maintenance Worker.