

The Maintenance Person is responsible for all aspects of maintenance and repair at Sasamat Outdoor Centre, including small construction projects. This position requires a variety of hands-on skills necessary to maintain an active facility in good working order and appearance. The position demands good physical ability and a desire to work in the outdoors.

### **Duties and Responsibilities**

#### **1. Internal Communication**

- Advise the Executive Director of:
  - facility and grounds maintenance concerns that may adversely affect programs or customer experience
  - maintenance-related budget items
- Work as a team member to provide a strong team and customer experience

#### **2. External Communication**

- Recruit and oversee contracted trades people, repair technicians and other maintenance-related staff including volunteers as required
- Maintain sound relationships with regulatory officers, suppliers and local authorities
- Provide courteous and friendly support to clients
- Respond to maintenance-related evening and weekend call-outs by rental groups or staff when required

#### **3. Repair and Maintenance**

- Repair and maintain all physical infrastructure and equipment:
  - Buildings and associated infrastructure such as decks, fencing, docks, etc.
  - Equipment such as canoes, trailers, power tools, gas-powered equipment, etc.
  - Mechanical plant, including wastewater treatment, drinking water treatment, ventilation systems, etc.
- Schedule and oversee repair and maintenance of fire suppression and alarm systems
- Repair and maintain landscaping and grounds
- Schedule and oversee maintenance of vehicles
- Maintain vehicles in clean and orderly appearance

#### **4. Administration**

- Estimate, price and order construction materials when necessary



- File paperwork related to maintenance when required and assure maintenancerelated invoices are properly coded and delivered to the Operations Manager for processing
- Make responsible decisions related to the annual maintenance budget

#### 5. Leadership

- Take a leadership role in maintenance-related decisions in the absence of the Executive Director

### **Qualifications**

#### Education

- Grade 12 or formal education in a maintenance or construction related field
- A minimum of two years practical experience in a maintenance or constructionrole

#### Specialized Knowledge

- Small Water System Operator's Certificate or ability to obtain one
- Strong knowledge and experience in areas such as construction, building and equipment maintenance and repair
- WCB Level 1 First aid certificate
- Valid British Columbia driver's license (Class 4 preferred)
- Valid Boat Operator's certificate

#### Skills and Abilities

- Demonstrated critical thinking, problem solving and organizational skills
- Strong self-starter with ability to work independently and as part of a team
- Ability to work in a changing and multi-faceted environment
- Excellent interpersonal and communications skills
- Good English language skills
- Ability to respect and work with a diverse range of co-workers, clients andcommunity members including children, youth and families

#### Additional Requirements

- Criminal record check including Vulnerable Sector Search (VSS)

#### Working Conditions

- Involves
  - working outdoors in all weather conditions
  - some evening and weekend callouts and weekend work
  - working with the public
- May involve
  - working with challenging clients
  - May involve working alone in a semi-remote workplace

#### Physical Requirements

- Involves strenuous physical activity such as heavy lifting
- Requires physical agility
- Involves the use of power equipment
- Requires ability to work outdoors in inclement weather conditions

#### Direct Reports

- Volunteers and other staff as assigned by the Executive Director for maintenance related duties

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family. All qualified individuals are encouraged to email their application to [info@sasamat.org](mailto:info@sasamat.org) by **Monday April 23, 2018**.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.