



Maintenance & Administrative Coordinator Full-Time

Port Hardy and North Island
Port Hardy

Thursday December 18, 2025

\$26 - \$30/ hour (\$23.75-\$29.71 per hour)

Company: Connective Support Society

Industry: Social Services

Remote/Camp Based Job: No

How to apply:

Please apply through the job posting on our website or Indeed -

<https://jobs.dayforcehcm.com/en-US/connective/CANDIDATEPORTAL/jobs/16742>

Expiry Date:

Thursday, January 01, 2026

Details:

ROLE PURPOSE: The Maintenance and Administrative Coordinator will assist in maintaining a clean and safe environment in and around the property or properties within their region. This may include performing a variety of interior and exterior maintenance duties. They will coordinate work outside their scope with external contractors to best support our service users and staff. Hours (40 hours per week), Monday to Friday, 0830-1630. Note: Occasional weekend and evening work might be required.

KEY ACCOUNTABILITIES:

- Building Maintenance
- Under the general guidance of the Maintenance and Asset Manager assumes a primary role in completing necessary repairs that are within their scope.
- Ensure safety standards are established and maintained for the building and preventative maintenance tasks are performed.
- Depending on the program, may maintain lawns and yards as per guidelines and performs minor gardening and lawn maintenance tasks.
- Monitors and orders maintenance supplies.
- Assists with and/or conducts inspections of resident spaces.
- Supports residents with coordinating dehoarding and clutter reduction within resident spaces.

Building Maintenance Coordination:

- Under the general guidance of the Maintenance and Asset Manager assumes a primary role in coordinating repairs that are out of their scope to external contractors.
- Liaises with contractors to ensure the quality and timeliness of the repairs.
- Provides input to the Program Manager and/or other staff regarding the planned or emergency maintenance issues.
- Assists the Program Manager and/or other staff in the identification of potential problems and reports any difficulties.

Administration:

- Maintains an up-to-date list and schedule of all planned and unplanned maintenance, as well as repairs for our assets.
- Assists the Maintenance and Asset Manager in the development of annual repair schedules, budgets, and capital plans as requested.
- Research options and make recommendations related to property, appliances, furniture, and service providers.
- Approves invoices and coordinates payment for external contractors related to the work completed within their region.
- Follows all relevant Connective policies, procedures, and guidelines.
- Performs other tasks as necessary.

Qualifications & Experience:

EXPERIENCE AND SKILLS:

- Grade 12 level education and/or equivalent with two-years related experience.
- Experience in performing carpentry, painting, mechanical, and plumbing maintenance, and repairs.
- Experience in establishing and maintaining a collaborative and positive relationship with residents and other

staff. • Ability to manage time efficiently, with a high level of accuracy, and attention to detail. • Ability to establish and maintain effective and professional working relationships with contractors. • Strong communication skills (listening, verbal, and written). REQUIREMENTS • Ability to successfully complete a Children and Vulnerable Persons Criminal Record Check. • Ability to successfully pass a reference check. • Valid Class 5 Driver's License (travel may be required depending on program requirements). • Current Emergency First Aid Certificate (Please refer to the Certificates accepted in B.C. - <https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements/certificates-accepted-in-bc>) – preferred. • Building Service Worker Certificate and/or vocational training is preferred.
