



FT Maintenance & Administrative Coordinator Full-Time

**Port Hardy and North Island
Port Hardy**

Tuesday February 10, 2026

\$26 - \$30/ hour (49400-61800/year)

Company: Connective Support Society

Website: <https://connective.ca/>

Industry: Social Services

Remote/Camp Based Job: No

How to apply:

Please apply on company website or Indeed.

Attachment: [JD Maintenance and Administrative Coordinator.pdf](#)

Expiry Date:

Tuesday, February 24, 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.

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 de-hoarding 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. WORKING CONDITIONS • Function independently with the general guidance of the Maintenance and Asset Manager. • Demonstrate a level of physical fitness and emotional resilience to effectively carry out the required duties of the program and to meet the operational needs of the residence. • Often exposed to working conditions including chemicals such as paint, stains, cleaning agents, and glue when performing basic painting, plumbing, and carpentry work; requires specific safety precautions to mitigate the risk of injury. • Is available to work flexible hours which may include evenings/weekends as determined by program needs and schedules.

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 is preferred (Please refer to the Certificates accepted in B.C. - WorkSafeBC). • Building Service Worker Certificate and/or vocational training is preferred.
