



Maintenance & Administrative Coordinator Full-Time

Port Hardy and North Island
Port Hardy

Tuesday March 24, 2026

\$26 - \$30/ hour (\$49,400-\$61,800/year)

Company: Connective

Industry: Social Services

Remote/Camp Based Job: No

How to apply:

Indeed or Connective's website Connective.ca

Attachment: [JD_Maintenance and Administrative Coordinator_0.pdf](#)

Expiry Date:

Tuesday, April 07, 2026

Details:

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 deboarding 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. Note: Full-time and Part-time is available.

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.
