



# FT Maintenance & Administrative Coordinator Full-Time

Port Hardy and North Island  
Port Hardy

Thursday May 7, 2026

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

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**Company:** Connective Support Society

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

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**Industry:** Social Services

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**Remote/Camp Based Job:** No

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**How to apply:**

On the company website. <https://jobs.dayforcehcm.com/en-US/connective/CANDIDATEPORTAL/jobs/18629>

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**Attachment:** [Job Description - Maintenance and Administrative Coordinator.pdf](#)

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**Expiry Date:**

Thursday, May 21, 2026

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**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. **STATUS** Exempt. This position is open to applicants of all genders. **HOURS (40 HOURS PER WEEK)** Monday to Friday, 0830-1630. Note: Occasional weekend and evening work might be required. **REPORTING AND WORKING RELATIONSHIPS** •Reports and is accountable to the Maintenance & Asset Manager. •Participates as a member of the Connective Administrative Support Team. •Liaises with the staff of Connective as necessary. •Liaises with external professionals from other agencies, contractors, and/or government agencies as required. **WHAT WE OFFER?** •Committed Living Wage Employer •2022, 2023 and 2025 Canadian Nonprofit Employer of Choice Award from NEOC •2023 High-Performance Culture Award from Supporting Lines •Competitive benefits package, including health, wellness, and pension plan •Career and personal development, with the ability to grow in a diverse range of programs and departments •Access to a range of staff mental health supports, including an in-house counsellor, Employee Family Assistance

Program, and Critical Incidents Stress Management • Access to On-Demand Pay to withdraw earned wages before payday • Connective is part of a portability program where employees moving from a CSSEA-member employer to Connective will port their service hours for vacation and wage purposes (within last 12 months) 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. 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.

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## **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.

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