



Maintenance Manager Part-Time

Campbell River Region
Campbell River

Tuesday September 1, 2026

\$31 - \$40/ hour (\$32.50 to \$34.00, DOE)

Industry: Construction/ Trades

How to apply:

Please send your resume and cover letter to NIEFS. In person at: 920 Alder Street
Or fax: 250.286.3447 Or email: jobs@niefs.net *Please put the Job title in the subject line.

Expiry Date:

Details:

Position: Independent contractor reporting to the head of the Maintenance Committee of the community. Compensation & Hours - \$32.50 to \$34.00, depending on experience - Hours typically required; - March 1st to October 31st - 24 hours per week - November 1st to February 28/29th - 16 hours per week - Part time & flexible. This is a permanent position, hours above are just to show you what you can expect. Contractor to provide; - Basic tools (tool allowance is negotiable) - Proof of WCB coverage - Third party liability insurance, minimum of \$5 Million, which is reimbursable to the contractor Duties of Maintenance Manager

The following list of duties and responsibilities outlines the role of the Maintenance Manager at the strata. General (65%) - Hold the position/title of Maintenance Manager. - Report directly to the Appointee of the Strata Council; work cooperatively with the Strata Property Manager of the Strata Corporation, and with committees appointed by the Strata Council. - Provide the normal tools required to fulfill the duties under this contract together with the use of a vehicle, to be reimbursed at the annual posting CRA rate per kilometer (2026 rate is \$0.73 per km) - Maintain the health and safety of all Resident and owners of the strata. - Maintain or cause to be maintained all Common Property areas in good order, clean, safe, and secure for all Owners and Residents. - Maintenance work shall include the repair, replacement, preservation and reconstruction of existing parts of the buildings, pool, marina, parkade and adjacent parking lot. - Provide responses to unexpected system failures such as sewer back-ups, fire sprinklers with flowing water, sprinkler systems, electrical failure within the complex, structural failure, computer failure, etc. - Provide routine handling of garbage bins for pick-up by garbage service. - And any other duties as defined by the strata from time to time. Administration (15%) - Maintain all vendor accounts by submitting and coding all invoices for service. - Maintain all expenses in accordance with the approved operating budget. - Assist in the preparation of the annual operating budget. - Provide maintenance reports to the Strata Council as directed. - Provide interim reports to the Strata Council in the event of emergencies or critical incidents. - Maintain all records such as engineering reports and insurance reports. - Maintain and provide tracking of all unit renovations. -

Maintain time sheet works on all work performed at the strata. - Coordinate the rental of parking spaces in the parkade, lockers, and RV parking spots owned by the Strata Corporation; act as Harbour Master which includes assigning slips to owners/residents in the marina requesting a slip in the marina and ensuring the marina is maintained in good working condition. - Assist with annual inspections as required by statute. Present a maintenance proposal for each new budget year and regularly report to Council with progress reports and updates on costs. - And any other duties as defined by the strata from time to time. Contract Management (10%) - Provide direct supervision of all general and short-term maintenance contracts/contractors providing services to the strata. - Ensure all reports and documents required to be kept by contractors are up to date; this includes electrical operating permit log, elevator maintenance logs, and pool chemical testing records. - Act as Project Manager for the Strata Council on special projects that may or may not use outside services. - Perform investigative and reporting assistance to the Strata Property Manager and/or Council as requested, including preparation of bidding documents when outside contractors are needed. - And any other duties as defined by the strata from time to time. Building and Site Security (10%) - Maintain all security systems and services at the strata. - Identify safety/security concerns and problems to the Council and recommend action. - Issue and maintain the fobs for use with all doors in accordance with the key and access policy approved by the Strata Council. - Assist emergency services in the event of a critical incident. - And any other duties as defined by the strata from time to time.

Qualifications & Experience:

- Handyman and or Trades experience - Needs to have Drivers' License and own vehicle - Friendly and conscientious - Computer literate
