



Maintenance Manager Part-Time

Campbell River Region
Campbell River

Thursday September 24, 2026

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

Company: AGENCY: Submit Resume to NIEFS

Industry: Construction/ Trades

Remote/Camp Based Job: No

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:

Thursday, October 08, 2026

Details:

Position Summary: Independent contractor reporting to the head of the Maintenance Committee of the community. This is a great opportunity for someone looking to add reliable income to their schedule while taking on work that is practical, varied, and genuinely important to the community. This permanent part-time Maintenance Manager role offers \$32.50-\$34.00 per hour with flexible scheduling and approximately 16-24 hours per week depending on the season.

The ideal person will be comfortable working independently, solving problems, coordinating repairs, and keeping a residential property safe and well maintained.

Compensation & Hours: • \$32.50 to \$34.00, depending on experience • Hours typically required; o March 1st to October 31st - 24 hours per week o 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.

Key Responsibilities Maintenance & Property Care: • 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. • 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.

Safety & Security: • 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. • Maintain the health and safety of all Resident and owners of the strata. **Administration & Coordination:** • 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. • Maintain all vendor accounts by submitting and coding all invoices for service. • 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. **Additional Responsibilities:** • 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 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. • 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.

Qualifications & Experience:

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